



Performing Arts Management

Oliver House • Provo, UT 84602-8500 • (801) 422-3576 • Fax: (801) 422-0546 • Email: perform@byu.edu

PERFORMANCE SITE QUESTIONNAIRE

Please complete and return this form as soon as possible for an upcoming BYU performance. Date completed: _____

Name of Performance Site _____

Name of Owner or Institution _____

Address _____

City _____ State/Country _____ Post Code _____

Building Type Auditorium Gymnasium Ballroom Other _____

Facility Manager _____ Title _____

Technical Contact _____ Title _____

Telephones Office (____) _____ Home (____) _____ Fax (____) _____

E-mail _____ Cell Phone (____) _____ Web site: _____

GENERAL FACILITY INFORMATION

1. Seating Capacity: Main Floor _____ + Balcony _____ = Total seats _____

Seating configuration Continental Aisle — # of Aisles _____

2. Orchestra Pit Yes No Pit Raises/lowers? Yes No Pit can be covered/uncovered? Yes No

3. Dance floor available Yes No Sound shell Yes No Choral risers Yes No

4. Stage Floor Smooth Rough/cracks Wood Cement Carpeted Tile Raked

5. Piano Grand Upright Make/Model _____

6. Load-in Ground Level Stairs Directly On Stage Loading Dock

Dock Height _____ Comments regarding load-in: _____

7. Union crew required Yes No Are product sales allowed in the lobby? Yes No _____

Comments: _____

STAGE DIMENSIONS

1. Proscenium Width _____ Curtain to Back Wall _____

2. Apron to Curtain _____ Proscenium Height _____ Grid Height: _____

3. Wing Width—Stage Right _____ Stage left _____

4. Stage Cross-Over Upstage —Width _____ Hallway behind Under stage Not possible

DRESSING ROOMS

1. Type and Capacity Star: ___ rooms for ___ people each // Company: ___ rooms for ___ people each

Comments: _____

2. Describe Location _____

3. Equipped with Mirrors Make-up Lights Sinks Showers Toilets Heat

Costume Racks # Portable Costume Racks _____ Washing machine(s) Clothes dryer(s)

STAGE RIGGING

1. Fly System Counterweight Hemp Other _____ None Maximum Available Battens _____

2. House Curtain Fly Draw Color _____ Material _____

3. Cyclorama Yes No Color _____ Back Curtain Color _____

4. Masking # Side Legs _____ Color _____ Width _____ Moveable? Yes No
Overhead Borders _____ Color _____ Height _____

SOUND SYSTEM

1. Mixing Console Brand/Model _____
Location Booth In House Behind Glass Yes No Condition _____ # Inputs/Outputs _____
In House Location (for road companies) _____ Distance from stage _____

2. House Speakers Brand/Model _____

3. Stage Monitors Brand/Model _____

4. Amplifiers Brand/Model _____ Condition _____
Stereo Yes No Rated Wattage per Channel _____

5. Intercom Brand/Type _____ Station Locations SR SL Sound Lights F-spots
Please give an objective opinion of your house sound system _____

LIGHTING SYSTEM

1. Control Board Brand/Model _____
Type Manual Memory – Disk size _____ Pre-Set # of Pre-Sets _____
Number of Dimmers & capacity _____ Is the system DMX Yes No
Control Board Location Booth/Front of House Backstage Side of House Other _____

2. Electrical Supply Stage/Road Power Panel Available Yes No Location _____
Volts _____ Amps _____ 3 Phase 5 Wire Yes No

3. Electrical Connectors Stage pin 15 amp twist lock 20 amp twist lock Edison (regular household)
Other (please describe) _____

4. Lighting Instruments See the attached inventory of lighting equipment and instruments

Over the Stage	First Electric	Elipsoidal #	_____	Fresnel	_____	Par can	_____	Strip lights	_____	Other	_____
	Second Electric	Elipsoidal #	_____	Fresnel	_____	Par can	_____	Strip lights	_____	Other	_____
	Third Electric	Elipsoidal #	_____	Fresnel	_____	Par can	_____	Strip lights	_____	Other	_____
	Fourth Electric	Elipsoidal #	_____	Fresnel	_____	Par can	_____	Strip lights	_____	Scoops	_____

Stage Sides Side lighting can be provided Yes No Stands provided Yes No
Comments: _____

Front of Stage	First Beam	Elipsoidal #	_____	Fresnel	_____	Par can	_____	Other or comment	_____
	Second Beam	Elipsoidal #	_____	Fresnel	_____	Par can	_____	Other or comment	_____
	Third Beam	Elipsoidal #	_____	Fresnel	_____	Par can	_____	Other or comment	_____
House Sides (cove)		Elipsoidal #	_____	Fresnel	_____	Par can	_____	Other or comment	_____

5. Followspots # _____ HMI Xenon Trouperette Brand/wattage _____
Location Booth Balcony FOH / Rear of audience Catwalk above Other _____

If there is anything unusual, special, or unique about this facility that has not been covered above, please share that Information here: _____

Send this form, travel directions to the facility, and any other printed diagrams or information about this location to Performing Arts Management, at the address listed below. Suggestions of 2 or 3 local motels or economical hotels close to the facility will also be appreciated.