



Performing Arts Management

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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 (____) _____ Cell Phone (____) _____

E-mail _____ Web site: _____

GENERAL FACILITY INFORMATION

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

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 Elevator

Dock Height _____ Comments regarding load-in: _____

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

Comments: _____

DRESSING ROOMS

1. Type and Capacity Small: ___ rooms for ___ people each // Large: ___ rooms for ___ people each

Green Room/Additional Spaces: ___ 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 _____

SOUND SYSTEM

1. Sound Control Location Booth In House Behind Glass Yes No

Please give an objective opinion of your house sound system _____

2. Intercom Yes No Brand/Type _____

LIGHTING SYSTEM

1. Lighting Control Board Brand/Model _____

Control Board Location Booth/Front of House Backstage Side of House Other _____

2. Electrics # _____ Front Wash 1 Color 2 Color 3 Color Lights Can be Refocused Yes No

2. House Plot Available Yes No

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

3. Followspots # _____ HMI Xenon Trouperette Brand/wattage _____

Location Booth Balcony FOH / Rear of audience Catwalk above Other _____

ELECTRICAL SYSTEM

Stage/Road Power Panel Available Yes No Volts _____ Amps _____ 3 Phase 5 Wire Yes No

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

Please attach stage diagram or draw in stage with dimensions in the space below:

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.