



# Performing Arts Management

306 Hinckley • Provo, UT 84602 • (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  Elevator

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 \_\_\_\_\_ 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.