

Contact Information

Name of person submitting T.R.: _____
Title: _____
Phone#'s | Cell: _____ Office: _____ Home: _____
Name of Organization, Company, or Department: _____
Email address: _____
Non-UTD Website Address: _____



Is this event listed in the UTD A&H Season Brochure? NO YES
Is there a theatre department faculty/staff member working in conjunction with this event? NO YES
Name _____
UTD phone# _____
e-mail: _____

Event Details

Title of the Event: _____
Preferred date(s) of Facility Occupation, including rehearsals and load-in/out:

Performer Call Time: _____
Event Start: _____
Event End: _____
How many performers are in this event? _____
Will they have instruments? NO YES
Will their instruments need power? NO YES

Approximate number of patrons expected (per night, Univ. Theatre capacity is ≈280)? _____
Would you prefer a Black or White background (Subject to Availability)? BLACK WHITE



For events not on the A&H Calendar, the theatre will not have any A/V equipment available, unless YOU request it, AND the Technical Director approves it. This includes the theatre front of house sound system, Portable PA's, microphones, speakers, cables, computers etc. Even if you are NOT planning to use UTD equipment, it is imperative that you specify any all A/V equipment that you will be bringing in.

Will your production need to use the University Equipment or will you supply your own?

UNIVERSITY EQUIPMENT YOUR OWN EQUIPMENT

** If you will use any A/V equipment, you must fill out and attach the UTD Theatre Sound (for University equipment) and/or A/V Form (for your own equipment). **

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Will your event need lighting other than house lights and general stage light*? NO YES

Will any of your performers need a special pool of light (Please indicate special lighting areas on your stage plot)? NO YES

Does your event include the use of atmospheric effects (Fog, Haze, Etc.)? NO YES

If Yes, please specify _____

** If you answered any questions above, you must fill out and attach the UTD Theatre Lighting Form. **

* Events that require additional lighting fixtures, cues, etc., may carry additional costs.

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Will your event be videotaped? NO YES

Do you need theatre personnel to tape it for you? NO YES

If theatre personnel is not taping the Event, please provide the contact information of your Videographer.

Company Name: _____

Contact Name and Phone Number: _____

Access and Space Requirements: _____

(Ex: 100 ft², Seats E4&5 & A15 – A17)

Will the video need power, where and how much? _____

(Ex: Lobby, 1500W)

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Will your event need an audio recording (For archival purposes only!)? NO YES

If yes, will you need more than 2 tracks recorded (Ex: Yes, Piano, Choir, Drums & Guitar)?

** If you wish to have your event recorded, you need to fill out and attach the UTD Theatre Recording Form **



Will you charge admission to your event? NO YES

Estimated price schedule? _____



Please be advised that the theatre abounds with specialized equipment. For every event, we must have trained specialists on-site. It is imperative that only specialists operate lighting equipment, sound equipment, in addition to facilitating patron and artist safety in the event of an emergency. If your event is a non-A&P event, you will be responsible for compensating all hours worked by the crew. You will be given an estimated amount of compensation at your production meeting; however, the exact amount cannot be finalized until after the event is completed.

** These forms are given to you at the production meeting.

Thank you for choosing the University of Texas at Dallas Theatre to host your event. Please be aware that all outside events must be scheduled around the Theatre season.

Submitter Signature

Date

Technical Director Signature

Date

UTD Event Manager Signature

Date

For UTD Office Use Only

Date Received _____

Date Approved _____

UTD Sound Form Attached?

UTD Audio Visual Equipment Form Attached?

UTD Lighting Form Attached?

UTD Recording Form Attached?