Theater Event Questionnaire

This application is intended to provide initial information of the needs of potential clients of The Grand Opera House and the Playhouse on Rodney Square. This questionnaire must be submitted for your rental to be considered.

A production contact must be given to our Tech Director and all aspects of the technical portion and people involved MUST be in agreement. Your date and performance/show will be confirmed once an invoice and tech aspects have been agreed upon and a contract has been made, signed and returned. It is your responsibility to read, understand and answer all necessary questions prior to submission. Please note that this form is divided into departmental sections so some questions may be repeated.

Questions?

Contact Jessica Lewis
302-658-7897 ext: 3405
jlewis@grandopera.org

Section I: Renter Information

Event Name: ________________________________________________________________

Requested Event Date: ____________________________

Primary Contact: ____________________________________________________________

Authorized to Speak on Behalf of Renter: _______________________________________

Company/Organization: ______________________________________________________

Address: ______________________________________________

________________________________________

Primary Phone: _____________________________ Secondary Phone: ______________________

E-mail: ______________________________________________

Please describe your event in detail including names of performance groups**.

___________________________________________________________________________

___________________________________________________________________________

**If performers will be contracted, you will need to supply copies of the executed contracts**
Requested theater (*please check one)*:

☐ Copeland Hall Theater (Capacity 1140)
☐ The Playhouse on Rodney Square (Capacity 1250)
☐ baby grand theater (Capacity 305)
☐ Not sure

Is this event a fundraiser? Who is the beneficiary? ________________________________

Is your organization a certified No-Profit 501 (c) 3 Organization?  YES or  NO

**If YES, proof is required**

Have you ever utilized any of our theaters or venues before?

☐ Yes  When? __________________________________________________________
☐ No

How did you hear about us? (*please check all that apply)*

☐ Attended a previous event  ☐ Attended a performance  ☐ Web search
☐ Word of mouth  ☐ Referral
☐ Other ______________________________________________________________

**Section II: Event Information**

**Preliminary Timeline**

What time will the first person from your event arrive for setup? ___________

Will there be a pre-event rehearsal? What time? ___________

Will you have catering? What time will they arrive? ___________

*(All caterers must come from our preferred catering list)*

Is there a pre-event reception? What time? ___________

What time will the theater doors open for guests to be seated? ___________

What time will your performance begin? ___________

Is there an intermission? How long? ___________

What time will your performance conclude? ___________
Is there a post-event reception? What time? __________

What time will the last person exit the facility? (Must be by 11pm) __________

Will any merchandise be sold by either you or vendors?
☐ Yes  Number of vendors: _________________
☐ No

Note: **Renter must provide sellers.** There is a 20% charge on all soft goods sold and a 10% charge on all recordables (CDs/DVDs/etc.). Rental of space includes one standard merchandise set-up. Any additional tables requested may be accompanied by a fee.

Will ushers be needed to assist with seating? (Subject to availability) YES or NO

The Grand will have beverages and snacks available **for sale** to be enjoyed in the lobby and theater during your event. If you would like to opt out of alcohol being sold, please inform us.

If you would like to purchase a beverage package for your event, please fill out the following information:

*NO outside beverages are permitted in the building. Everything must come from The Grand stock*

What beverages would you like available to your guests at NO COST TO THEM?
☐ Coffee  ☐ Tea  ☐ Juice  ☐ Water
☐ Soda  ☐ Beer  ☐ Wine  ☐ Liquor

Would you like regular or premium alcohol? ☐ Regular  ☐ Premium

How many people are you expecting for the event? _________________________________

If there are other activities associated with your event (reception, meet and greet, etc.), please describe below and provide both the START and END times:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Section III: Box Office and Marketing Information

Does your event require tickets to be sold?

☐ Yes – The Grand’s Box Office will print and sell our tickets

**It is required that The Grand’s Box Office print and sell all tickets for all events or performances held in our facilities**

☐ No (If no, skip to the next section)

Event will be held in: (please check one)

☐ Copeland Hall Theater   ☐ The Playhouse on Rodney Square   ☐ baby grand theater

Number of performances: _______    Performance date(s): _______________________

Performance time(s): __________________________________________________

Will there be an intermission? (please circle)   YES   or   NO

Please indicate your running time below: (please note: if there is an intermission(s), the Box Office will remain open through the first intermission. If there is no intermission, the Box Office will remain open one half hour after curtain time)

___________ minute Act I

___________ minute intermission

___________ minute Act II

Type of seating: (please circle)   General Admission   Reserved Seating

Ticket prices: (please be as specific as possible. Consider single tickets, student and senior discounts, group pricing, etc. Tier structure for all theaters is listed below – please denote ticket price for each tier on lines provided)

<table>
<thead>
<tr>
<th>Copeland Hall</th>
<th>The Playhouse</th>
<th>baby grand theater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 __________</td>
<td>Tier 1 __________</td>
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<td>Tier 2 __________</td>
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<td>Tier 3 __________</td>
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<td>Tier 4 __________</td>
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</tbody>
</table>
Will there be seating kills for a lighting/sound board or steps from the stage?  YES or NO

If yes, please describe location: __________________________________________

**Ticket Information:**

**LINE 1** (presenter’s name): __________________________________________ (maximum 30 characters)

**LINE 2** (CANNOT change) Presents

**LINE 3** (Headliner’s name): __________________________________________ (maximum 30 characters)

**LINE 4** (Supporting act?): __________________________________________ (maximum 30 characters)

As a benefit of having our Box Office sell your tickets, you have the option to provide a brief description of your event which will be posted on our website, www.thegrandwilmington.org.

It is the policy of The Grand Opera House that all printed material, advertising matter, posters, pictures, electronic media, etc. to be used prior to, at, or in connection with your event must be submitted to The Grand Opera House’s Marketing Director at least ten (10) days prior to the proposed use of same and that any parts or the entirety thereof may be abridged, modified or rejected by The Grand Opera House at its discretion without liability to Licensee. Licensee shall hold harmless The Grand Opera House and indemnify The Grand Opera House from any loss resulting from any misprints in any advertising media placed by Licensee. Licensee is responsible for all marketing and publicity surrounding the event. Licensee shall not broadcast, telescast, record or reproduce any performance, rehearsal thereof or parts thereof for public use without the express written consent of, and upon terms and conditions agreed to by, Grand Opera House, Inc.

Please tell us how you intend to market your event (check all that apply):

- [ ] Posters  
- [ ] Post Cards  
- [ ] Flyers/Handouts  
- [ ] Brochures  
- [ ] Print Ads  
- [ ] Self-mailers  
- [ ] Direct Mail  
- [ ] Website  
- [ ] Telemarketing  
- [ ] Email  
- [ ] Facebook  
- [ ] Twitter  
- [ ] Other (please describe): __________________________________________

If your Show or Organization has a website, please provide your web address(es):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Theater References

Please provide a list of references where this particular production has been executed. If you have performed here in the past, please list the last three event names, dates and theaters below. References must be checked and cleared prior to contract.

Previous Grand/Playhouse Rentals:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Reference #1
Name of venue: _______________________________________________________________
Contact name: _________________________________________________________________
Contact phone number: ___________________________________________________________
Contact e-mail: _________________________________________________________________
Dates performed: _________________________________________________________________

Reference #2
Name of venue: _______________________________________________________________
Contact name: _________________________________________________________________
Contact phone number: ___________________________________________________________
Contact e-mail: _________________________________________________________________
Dates performed: _________________________________________________________________

Reference #3
Name of venue: _______________________________________________________________
Contact name: _________________________________________________________________
Contact phone number: ___________________________________________________________
Contact e-mail: _________________________________________________________________
Section IV: Stage Production and Specifications

The next section is about our stage production. Please take a moment to read this introduction written by our Technical Director to help you answer the questions that will follow:

--I'm sure that you have heard the term “the magic of the theater,” and this is what you are trying to create for your audience with your special event here at The Grand. But, that magic doesn't just happen by itself; it takes work and time.

Both Copeland Hall and the baby grand theaters have fully equipped sound and light systems (wireless microphones are not included) which normally have basic setups in place. However, the more elaborate you wish the lighting to be, the more time it takes to accomplish that before any rehearsals can take place. The more instruments in your band, the more microphones have to be placed, wired, checked and balanced during a sound check. This also takes time.

Although your rental fee covers use of the space during a stated period of time, it does not cover the cost of the stage crew necessary to make the sound, lights and other technical aspects of your production exactly how you want them. The Grand's stage crew members are professionals who are here to help you. The longer it takes to set up your needs, the more time the crew needs to be here and thus, the more cost for crew hours you will incur. The Technical Director will discuss requirements with you beforehand and he will determine how much time is necessary to accomplish what you want.

Also, please remember, those little gremlins running around backstage making music, also known as stage crew, are really human beings. They cannot function continuously for hours on end without breaks. When thinking about your production schedule, please keep that in mind. Meal breaks may be required every four to five hours.

Here's to working together for a great production!--

Event or Performance Name: _______________________________________________________

Date(s)/Time(s): _______________________________________________________________

Theater: (please check one)

☐ Copeland Hall Theater  ☐ The Playhouse on Rodney Square  ☐ baby grand theater
**Contact Person for Technical Needs:**

(this person MUST be present all day for the event)

Name: ________________________________________________________________

Best phone number for technical contact: _________________________________

Secondary phone number: _____________________________________________

Type of event or performance: _________________________________________

Please describe your event or performance:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

What is the total number of people in your performance/show? ____________

Will you be contracting talent? _________________________________________

If this is a hired performance/show, did they provide you with a contract and technical rider? (please check one)

☐ Yes – If yes, we will need a copy of the executed contract and rider

☐ No

Does this performance/show involve a chorus? (please check one)

☐ Yes – number of singers: ____________

☐ No

Will you require chorus risers? (requires additional crew hours billed)

☐ Yes – Standing or Seated (please circle)

☐ No

Are there soloists? (please check one)

☐ Yes – Number of soloists: _______

☐ No
Will there be singing to a recorded track? (please check one and select medium)

☐ Yes – please select medium below

Medium:  ☐ Cassette  ☐ CD  ☐ DAT  ☐ Computer (what format?) __________________________

☐ No

Will there be singing with live accompaniment? (if yes, please provide a drawing of setup, listing number of members and types of instruments)

☐ Yes - (please circle one)  SINGLE  GROUP  BAND

☐ No

Does your group or band require risers? (requires additional crew hours billed)

☐ Yes – please list how many, what dimensions and what height(s):

____________________________________________________________________________
____________________________________________________________________________

☐ No

Is your group or band acoustic and do you need microphones?

☐ Yes, we are acoustic

Do you need microphones?  ☐ Yes* – how many? ________  ☐ No

*Specific mics not in The Grand/Playhouse inventory or wireless mics may incur additional rental charges*

☐ No, we are not acoustic

Do you need to rent back line instruments? (requires additional costs billed)

☐ Yes – which ones? ____________________________________________________________

☐ No

Is there a DJ providing music?

☐ Yes – location: ______________________________________________________________

☐ No
Do you have your own sound equipment?
☐ Yes – please name: __________________________________________________________
☐ No

Do you need monitors? (*may require additional costs billed*)
☐ Yes – Number of monitors: ______________ Number of mixes: ______________
☐ No

Do you have a front-of-house or monitor mix person?
☐ Yes – Name and phone number: ____________________________________________
☐ No

Do you need a piano? (*pianos listed below are available to rent and tune at additional cost*)
☐ Yes – *please select your desired piano(s)*
☐ No
  □ 6’ Yamaha Baby Grand (Grand Opera House ONLY)
  □ Upright Piano (Grand Opera House and Playhouse)

*Please select placement for pianos*

☐ Copeland Hall Stage
☐ baby grand stage
☐ baby grand lobby

*Will piano move to a different location during the performance/show?*
☐ Yes – *please describe*: ____________________________________________
☐ No

Do you need music stands/lights?
☐ Yes – number: __________
☐ No

Do you need chairs on stage?
☐ Yes – number: __________
☐ No
Will you need an acoustical shell? (Copeland Hall ONLY)
☐ Yes  ☐ No

Is this performance/show a play or dramatization?
☐ Yes  ☐ No

If yes, is there scenery?
☐ Yes – all scenery must be constructed, painted, treated with flame retardant and provided with any necessary rigging before loading into the theater. Assembly and minor touch up paint ONLY are allowed on the stages.

Does the scenery need to fly? (Playhouse ONLY)  ☐ Yes  ☐ No

If yes, please describe the set (platforms, walls, furniture, etc):
________________________________________________________________________
________________________________________________________________________
☐ No

Do you have a ground plan or elevations for your scenery?
☐ Yes  ☐ No

Do you have people to load in, set up and load out your scenery? (if not, additional crew hours may be billed)
☐ Yes  ☐ No

Do you require prop tables?
☐ Yes – How many? _____________ Location: _____________________________
☐ No

Are there rehearsals scheduled prior to your scheduled performance date? (additional crew hours billed)
☐ Yes – When are they scheduled and where? _____________________________
☐ No

What is the estimated running time of your performance/show? ______________________
Are there any intermissions during your performance/show? (please check one)

☐ None
☐ One
☐ More

Please detail when during the performance/show the intermission(s) will take place:
______________________________________________________________________________

Is audio/video equipment needed? (may require additional costs billed. All video or slide shows must be submitted prior to event)

☐ Yes – please select equipment needed below

☐ Projector
☐ Screen

☐ No

Will there be a lighting or sound board within the seating area?

☐ Yes – please describe location: ______________________________________________________

☐ No

What type of stage lighting will be required for your performance/show? Please describe:

______________________________________________________________________________

______________________________________________________________________________

Do you have a lighting plot plan that you can provide us?
Performances or shows that require hanging and focusing of a provided plot or those requiring refocusing or specific gels or gobos will require additional crew hours and/or materials costs to be billed.

☐ Yes
☐ No

Do you require follow-spot(s)? (if yes, additional crew hours and/or follow-spot rental costs may be billed)

☐ Yes – how many? __________

☐ No
Do you need a podium?

☐ Yes – location: ______________________________________________________________
☐ No

Do you need to hang any banners or other soft goods?

☐ Yes – please list number, location and dimensions:
________________________________________________________________________
________________________________________________________________________

☐ No

Do you need steps from the stage to the audience?

☐ Yes
☐ No

How many vehicles will be arriving for load-in at the stage lift doors on King Street (GOH) or Orange Street (PH)? ____________________________________________

A City of Wilmington Parking Permit is required for the loading zone on King Street or Orange Street: (please select option below)

☐ Have – must be submitted to Technical Director
☐ Need – additional costs billed

Are there either handicapped or other special needs required on stage?

☐ Yes – please describe: _________________________________________________________
☐ No

List special requests or unusual technical requirements:
____________________________________________________________________________
____________________________________________________________________________