



### 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 agreeance. 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*) \_\_\_\_\_

Please check requested tables and chairs: (*Subject to availability*)

Merchandise Tables (18" x 6')    Number: \_\_\_\_\_    Location: \_\_\_\_\_

Banquet Tables (36" x 6')    Number: \_\_\_\_\_    Location: \_\_\_\_\_

Chairs (*up to 150*)    Number: \_\_\_\_\_    Location: \_\_\_\_\_

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

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***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.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be seating kills for a lighting/sound board or steps from the stage?    YES or NO

If yes, please describe location: \_\_\_\_\_



## ***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:**

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#### **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: \_\_\_\_\_

Dates performed: \_\_\_\_\_

## **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!--*

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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):*

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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

9' Steinway Concert Grand (Grand Opera House ONLY)

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):

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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:*

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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:

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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:*

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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:

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