

Contract# \_\_\_\_\_ Date of Event: \_\_\_\_\_

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# Eccles Center Usage Agreement Questionnaire

USER:

Primary Contact:

Primary Phone:

This guide is intended to facilitate an understanding of the scope and scale of the event. This involves both a general understanding of the desired set up and specific requirements. This information will help in accurately determining the requirements for technical and FOH staffing as well as the required technical packages. If you are unsure of any of the answers, feel free to reach out to the Eccles Director. If the event has specific technical riders, please provide them to help guide the process. Once this questionnaire has been received, the Eccles Director will reach out to review and finalize the rental agreement.

1. Please list all load in dates and times.
2. Please list all rehearsal dates and times.
3. Please list all performance dates and times.
4. Please estimate the number of performers.
5. Please estimate the number of audience per performance.

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6. Please provide a general description of lighting needs.

7. Please provide specific lighting needs.

8. Please provide a general description of audio needs.

9. Please provide specific audio needs.

10. Please provide a general description of staging needs.

11. Please provide specific staging needs.

12. Please provide a general list of rigging needs.

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13. Please provide specific rigging needs.
14. Will any rigged items be flown during the performance?
15. Please provide a general description of video needs.
16. Please provide specific video needs.
17. Please provide a list of lobby needs.
18. Please provide a list of dressing room and green room needs.
17. Please list any specific questions you would like to have addressed.
18. Please list any other items that will be needed outside of previous items.
19. If applicable, provide a general stage layout using the template below.

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