

# Information Sheet for NCSU Sponsored Events in Stewart or Thompson Theatre

EVENT:

DATE OF EVENT: \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

NCSU ORGANIZATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON'S CAMPUS BOX ADDRESS:# \_\_\_\_\_ BUILDING \_\_\_\_\_

THEATRE EVENT WILL BE HELD AT: STEWART \_\_\_\_\_ OR \_\_\_\_\_ THOMPSON

ESTIMATED ATTENDANCE:

## **TICKET CENTRAL INFORMATION**

WILL TICKETS BE SOLD FOR THIS PERFORMANCE? YES \_\_\_\_\_ OR \_\_\_\_\_ NO

\*WILL *TICKET CENTRAL* SELL TICKETS FOR PERFORMANCE? YES \_\_\_\_\_ OR \_\_\_\_\_ NO

IS RESERVED SEATING REQUIRED FOR VIP'S OR PERFORMERS? YES \_\_\_\_\_ OR \_\_\_\_\_ NO

(If yes, please provide specific details below)

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## **TECHNICAL INFORMATION**

TIME YOU NEED ACCESS TO THE STAGE ON THE DAY OF THE PERFORMANCE

DO YOU NEED A REHEARSAL? YES \_\_\_\_\_ OR \_\_\_\_\_ NO TIME \_\_\_\_\_ ---- \_\_\_\_\_ am/pm

DO YOU NEED: \_\_\_ MICROPHONES \_\_\_ FOLLOW SPOTS \_\_\_ SPECIAL LIGHTING \_\_\_ OTHER \_\_\_

(If you checked off any of the above, please provide specifics below)

## **SPECIAL INSTRUCTIONS**

DESCRIBE STAGE LAYOUT. PROVIDE CHRONOLOGICAL LIST OF ACTIVITIES.

\*FOR ANY PERFORMANCES REQUIRING THE SALE OF TICKETS, YOU MUST CONTACT TICKET CENTRAL NO LATER THAN 3 WEEKS PRIOR TO THE DATE OF YOUR EVENT.

\*\*HANDICAPPED SEATING IS AVAILABLE. THIS AREA IS RESERVED AND CAN ONLY BE USED TO ACCOMODATE GUESTS WITH SPECIAL NEEDS. THIS AREA IS NOT AVAILBLE FOR STORAGE OR DISPLAYS OR EQUIPMENT.

**Please return completed form to Tally Student Center, University Theatre, Rm. #1202, Campus Box #7306**

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