

## Event Information Questionnaire

Thank you for your interest in having your event at the Cerritos Center for the Performing Arts. In preparation for our first meeting regarding your event, we ask that you read and complete this questionnaire. The questionnaire has been developed so that we may assist you in the planning of your event and provide you with an estimate of fees and expenses.

### GENERAL EVENT INFORMATION

Producer of Event: _____		
Address: _____		
Phone: Day: (    ) _____	Eve: (    ) _____	Fax: (    ) _____
EMAIL: _____		
Proposed Event Name: _____		
Company Web Site: _____		
Brief Description of Event:    		
Proposed Date(s) of Event:		
Performance(s):	Date(s): _____	Time(s): _____
Rehearsal(s):	Date(s): _____	Time(s): _____
Have you produced this or other events before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes~ Where?: _____

### THEATER & STAGE CONFIGURATION (Before receiving a quote for your event, you must talk to the Center's Technical Coordinator)

Theater Configuration Desired:		
Will you require an orchestra pit for musicians? (Available for Lyric configuration only)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you need stairs from the house (audience) up on to the stage?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you require the use of the Main Curtain? (Available for Lyric & Drama configurations only)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Please describe your general stage set-up:       		

**GENERAL PRODUCTION SCHEDULE**

In order to provide you with an accurate estimate, we need to know your general production schedule.

	Date	Start Time	End Time
Load-In/Set-up	_____	_____	_____
Rehearsal	_____	_____	_____
Performance(s)	_____	_____	_____
Strike/Load-out	_____	_____	_____

**EVENT PERSONNEL INFORMATION**

Please provide the following contact information:

	Name	Phone Number
<b>Primary Producer</b> (person in charge of overall event)	_____	(    ) _____
EMAIL:	_____	
<b>Production Manager</b> (person in charge of all technical aspects of event)	_____	(    ) _____
EMAIL:	_____	
<b>Ticket Office Contact</b> (person in charge of ticketing)	_____	(    ) _____
EMAIL:	_____	

NOTE: Email addresses are for internal use only and will not be given out.

How many people will be on stage during the event: (Total number of participants/performers)?

Generally, what ages are the event participants/performers (if minors)?

**BACKSTAGE/DRESSING ROOM INFORMATION**

The Center has a total of 10 dressing rooms backstage. Room assignments are at your discretion. The Green Room is a common area adjacent to the dressing rooms. Access for event participants/performers is through the Stage Door on the south side of the building. **Please provide event participants and performers with passes or give Center Security staff a list of event participants/performers to authorize their backstage access.**

**SECURITY**

The Center will provide required security personnel on duty at all times.

Do you have any special security needs or concerns regarding your event?  No     Yes

If yes, please describe:

**TECHNICAL REQUIREMENTS**

**LIGHTING:** Briefly describe your lighting needs for the stage:  
(i.e. "A general wash of lighting on the stage in three colors with some special lights focused in certain areas.")

Contact Name: Phone #: ( )

Will you need followspots?  No  Yes If yes, how many?

**STAGE SET-UP:** Briefly describe your stage set-up for your event:  
(i.e. "Stage set for a 5 piece band with risers for the drum set.")

Contact Name: Phone #: ( )

**SOUND/ VIDEO:** Briefly describe your sound needs for your event:  
(i.e. "Microphones and monitor speakers for a 5 piece band and three microphones on stands for singers.")

Contact Name: Phone #: ( )

**RECORDING:**

Video Recording  
 Yes, we plan to have the event recorded on video.

Audio Recording  
 Yes, we plan to have the event recorded on audio.

## FRONT-OF-HOUSE

Theater Operation Schedule	
_____	Event Start Time(s)
_____	Estimated Arrival Time of Audience Members?
_____	Starting Time for any Pre or Post Show Receptions?
What is the duration of the event/performance (from start to end including intermissions)?	
Will there be an intermission? <input type="checkbox"/> No <input type="checkbox"/> Yes What is the Intermission Length?	
What is the Estimated Attendance for your Event?	
What is the Approximate age group of the Target Audience?	
Do you wish to sell your own merchandise? (Souvenir programs, t-shirts, recordings, etc) <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, please describe:	
Will there be a printed program to be distributed to all patrons? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Will you allow patrons to use photographic or recording devices? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Will you have any receptions in conjunction with your event? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, please describe:	
Will you require the CCPA Café or Bar to be open during your Event? <input type="checkbox"/> Cafe <input type="checkbox"/> Bar	
Are you expecting any VIP's attending this event who will have any special needs? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, please describe:	
Will you need space to provide meal service to production personnel and event participants?	
If yes, please describe number of people and type of meal service: <input type="checkbox"/> No <input type="checkbox"/> Yes	

## GENERAL POLICIES

Please be aware of the following general policies: (Please Initial each line)	
_____	No Smoking Facility. Smoking is prohibited in all areas of the building.
_____	Food & Drink Restrictions. Food and drink is permitted in the kitchen area backstage only. No food or drink is allowed inside the Theater, Green Room or dressing rooms.
_____	Adequate Supervision. Please provide adequate supervision for minors participating in your event

**MARKETING AND ADVERTISING**

Advertising Requirements: Please note that the Center’s Marketing Director must review any advertisement prior to release. A copy of all advertisements/flyers/etc. must be sent to the Center.

How and where will your event be advertised and promoted?

**TICKETING**

General Ticketing Information: The Cerritos Center for the Performing Arts operates its own ticket office. Tickets for your event must be printed by the Center’s Ticket Office. All seating is reserved (assigned seat locations). Every patron (regardless of age) must have a ticket and sit in their own seat.

What will your ticket prices be?      A:                      B:                      C:                      D:

The Center can provide assistance in determining price differences for seat locations.

How will your tickets be distributed? You may have the Center sell the tickets or take all or part of your tickets on consignment and sell them on your own.

- Tickets to be sold by the Cerritos Center Ticket Office only
- Some tickets to be taken on consignment and sold by producer/promoter
- ALL tickets will be taken on consignment and sold by producer/promoter

The Center requires that a ticket manifest be completed for all tickets taken on consignment. The manifest is a written record of ticket purchaser and seat location. This allows for lost tickets to be replaced on the day of your event. The Center will retain a minimum number of house seats.

**SIGNATURE**

I certify that the preceding information is complete and accurate. I understand that this questionnaire is not a legal contract and that the information provided is for use by the Cerritos Center for the Performing Arts to evaluate the needs and feasibility of the proposed event.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Today’s Date \_\_\_\_\_

Please send completed questionnaire to:

Operations/Technical Services  
 Cerritos Center for the Performing Arts  
 12700 Center Court Drive – Cerritos, CA 90703  
 or by FAX to (562) 916-8514  
 or email to: rentals@cerritoscenter.com, or click link below: