



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: () _____
Proposed Event Name: _____		
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 event or other events before? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If 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
Please describe your general stage set-up: (i.e. "There will be one set with some pieces that move on and off stage.") 	

GENERAL PRODUCTION SCHEDULE

In order to provide you with an accurate estimate of charges, we need to know your general production schedule. Please complete the following:

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

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)?

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: _____

Will you need followspot lights? No Yes If yes, how many?

SOUND: 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: _____

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: _____

RECORDING:
Video Recording

- No, we do not plan to have our event recorded on video.
- Yes, we plan to have the event recorded on video.
 - We will make our own arrangements to have the event video recorded.
 - We would like the Cerritos Center to include video recording costs in our estimate.

Audio Recording

- No, we do not plan to have our event recorded on audio.
- Yes, we plan to have the event recorded on audio.
 - We will make our own arrangements to have the event recorded on audio.
 - We would like the Cerritos Center to include audio recording costs in our estimate.

AUDIO/VISUAL: Do you have any special audio/visual equipment requirements? (i.e., overhead projector, projection screens, television monitors, etc.) No Yes (If yes, please describe)

MARKETING AND ADVERTISING

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

How and where will your event be advertised and promoted?

Company Website Address:

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? 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.

FRONT-OF-HOUSE

Theater Operation Schedule	
TIME	
_____	Event Start Time(s)
_____	Lobby Opens (1 hour prior to event start time)
_____	Theater Opens for Seating (1/2 hour prior to event start time)
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 If yes, how many intermissions?	
Do you wish to have your own concession? (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 equipment or recording devices during the event? <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)	
Are you expecting any VIPs 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? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please describe number of people and type of meal service)	

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)

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/performers with passes or give Center Security staff a list of event participants/performers to authorize their backstage access.

GENERAL POLICIES

Please be aware of the following general policies:

- 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 children participating in your event.

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) 916-8537

THANK YOU!