



UFPA: \_\_\_\_\_

**EVENT INFORMATION**

Date Submitted: \_\_\_\_\_

EVENT: \_\_\_\_\_

PLANNED VENUE:     Phillips Center for the Performing Arts     University Auditorium

Organization Name                      Phone Number                      Fax Number                      Web Site

Address                      City                      State                      Zip Code                      Federal Empl. ID No.

Primary Contact Name                      Title                      Office Phone Number                      Pager / Cell Phone Number                      email

**Provide copies of 501c(3) and tax exempt certificate if applicable.**

Title	Name	Phone	E-mail
Director			
Business/Invoicing			
Company Manager			
Production Manager			
Technical Director			
Stage Manager			
Lighting			
Audio			
Scenery/Carpentry			
Costume/Wardrobe			

**Provide certificate of liability insurance per Rental Agreement.**

Insurance Company Name                      Phone Number                      Fax Number                      Policy Number

Address                      City                      State                      Zip Code

Representative Name                      Office Phone Number                      Pager / Cell Phone Number                      email

**PERFORMANCE INFORMATION**

Please give a brief outline of the event:

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How is the event to be listed on the UPPA Website?: \_\_\_\_\_

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Performance dates and start times: \_\_\_\_\_

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**PERFORMANCE INFORMATION – RUNNING ORDER WITH TIMES:**

Name of Piece/Act	Act Length	Notes

## FACILITY SCHEDULE

Date	Time In	Meal break	Meal break	Time out

**Policy:** No individual will be scheduled to work more than 5 hours between meal breaks, and meal breaks must last 1 hour. Any alternate arrangement must be agreed to in writing by the UFGA Technical Supervisor for the work in progress. If meal breaks are not provided within these guidelines the renter will be responsible for the invoiced cost of a meal penalty at the rate of \$7.50 per person not receiving an adequate and timely meal break.

# CREW CALLS

Date	Carpenters		Flyrail		Electricians		Audio		Wardrobe	
	Time	No.	Time	No.	Time	No.	Time	No.	Time	No.

Date	Riggers		Properties		Truck Loaders		Stage Mgmt		Spot Operators	
	Time	No.	Time	No.	Time	No.	Time	No.	Time	No.

**Policy:** UFPA management for the facility will determine appropriate staffing for the event, based in part on requirements outlined in any technical rider or other specification for the event. At no time will staffing levels be reduced below levels deemed safe by UFPA facility management for the operation of the venue and its equipment. UFPA staff will be scheduled within University of Florida employment policy.



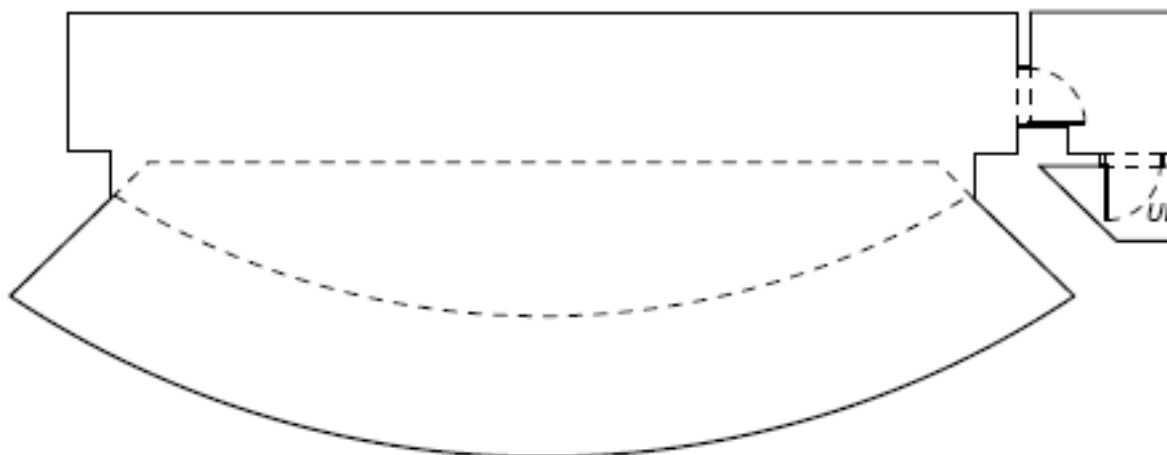
# TECHNICAL INFORMATION

## STAGE AND RIGGING REQUIREMENTS

- Tables, Chairs, Risers, Podium for Mainstage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Are there haze/smoke, strobe, laser, open flame, fire or pyrotechnic effects?  Yes  No  
\_\_\_\_\_  
\_\_\_\_\_

**Policy:** Open flame, weapon and pyrotechnic effects of any kind are not permitted without the written consent of the Director of University of Florida Performing Arts. Pyrotechnic effects require a licensed pyrotechnician, provided and certified by the renter. If use of any open flame effect or pyrotechnic effect is desired, the renter must deliver written notification to the venue management no later than two weeks prior to the renter's first date on site.

- Dance Floor  
\_\_\_\_\_  
\_\_\_\_\_
- Stair Needs  
\_\_\_\_\_  
\_\_\_\_\_
- Quick-Change Booth(s)  
\_\_\_\_\_  
\_\_\_\_\_
- Orchestra Pit Set-Up  
\_\_\_\_\_



- Orchestra/Acoustic Shell required (show stage plot in Audio)?  Yes  No  
Note required numbers of chairs\_\_\_\_\_, music stands\_\_\_\_\_, platform risers\_\_\_\_\_, tables\_\_\_\_\_.

- Describe any unusual aspects of the event (live animals, motorcycles, provocative content, etc.)

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- Main Curtain?       Yes                       No

- List any backdrops to be flown

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- Flown scenery

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- Is rigging hardware required from UFPA?       Yes       No

- Number of points:      \_\_\_\_\_

- Describe any spot rigging requirements

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- Trussing Needs (Attach diagram of truss and rigging points)

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- Electrical Power Needs

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**LINE SET SCHEDULE - SETS 1-30**

Line set #	Plaster line	Incoming Show	Weight	Portal/Trim	Current	Moving to
1.	1' 9"					
2.	2' 3"					
3.	2' 9"					
4.	3' 3"	SHELL 1				
5.	3' 9"					
6.	4' 3"					
7.	4' 9"					
8.	5' 3"					
9.	5' 9"					
10.	6' 3"					
11.	7' 0"					
12.	7' 9"					
13.	8' 6"					
14.	9' 3"	SHELL 2				
15.	10' 4.5"					
16.	11' 1.5"					
17.	11' 10.5"					
18.	12' 7.5"					
19.	13' 4.5"					
20.	14' 1.5"					
21.	14' 10.5"	SHELL 3				
22.	15' 7.5"					
23.	16' 4.5"					
24.	17' 1.5"					
25.	17' 10.5"					
26.	18' 7.5"					
27.	19' 4.5"					
28.	20' 7.5"	SHELL 4				
29.	21' 4.5"					
30.	22' 1.5"					



**LINE SET SCHEDULE - SETS 31-60**

Line set #	Plaster line	Incoming Show	Weight	Portal/Trim	Current	Moving to
31.	22' 10.5"					
32.	23' 7.5"					
33.	24' 4.5"					
34.	25' 1.5"	LG. TRAV.				
35.	25' 10.5"					
36.	26' 7.5"	SHELL 5				
37.	27' 4.5"					
38.	28' 1.5"					
39.	28' 10.5"					
40.	29' 7.5"					
41.	30' 10.5"					
42.	31' 7.5"					
43.	32' 4.5"	SHELL 6				
44.	33' 1.5"					
45.	33' 10.5"					
46.	34' 7.5"					
47.	35' 4.5"					
48.	36' 1.5"					
49.	36' 10.5"					
50.	37' 7.5"					
51.	38' 4.5"					
52.	39' 1.5"					
53.	39' 10.5"					
54.	41' 1.5"					
55.	41' 10.5"					
56.	42' 7.5"					
57.	43' 4.5"					
58.	44' 1.5"					
59.	44' 10.5"					
60.	45' 7.5"					

# AUDIO REQUIREMENTS

## Performance Type

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## Onstage Needs

- Vocal Needs

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- Monitor Needs

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- Backline Needs

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- FOH Console

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- Monitor Console

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- Projection

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- FX & Processing

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- Playback

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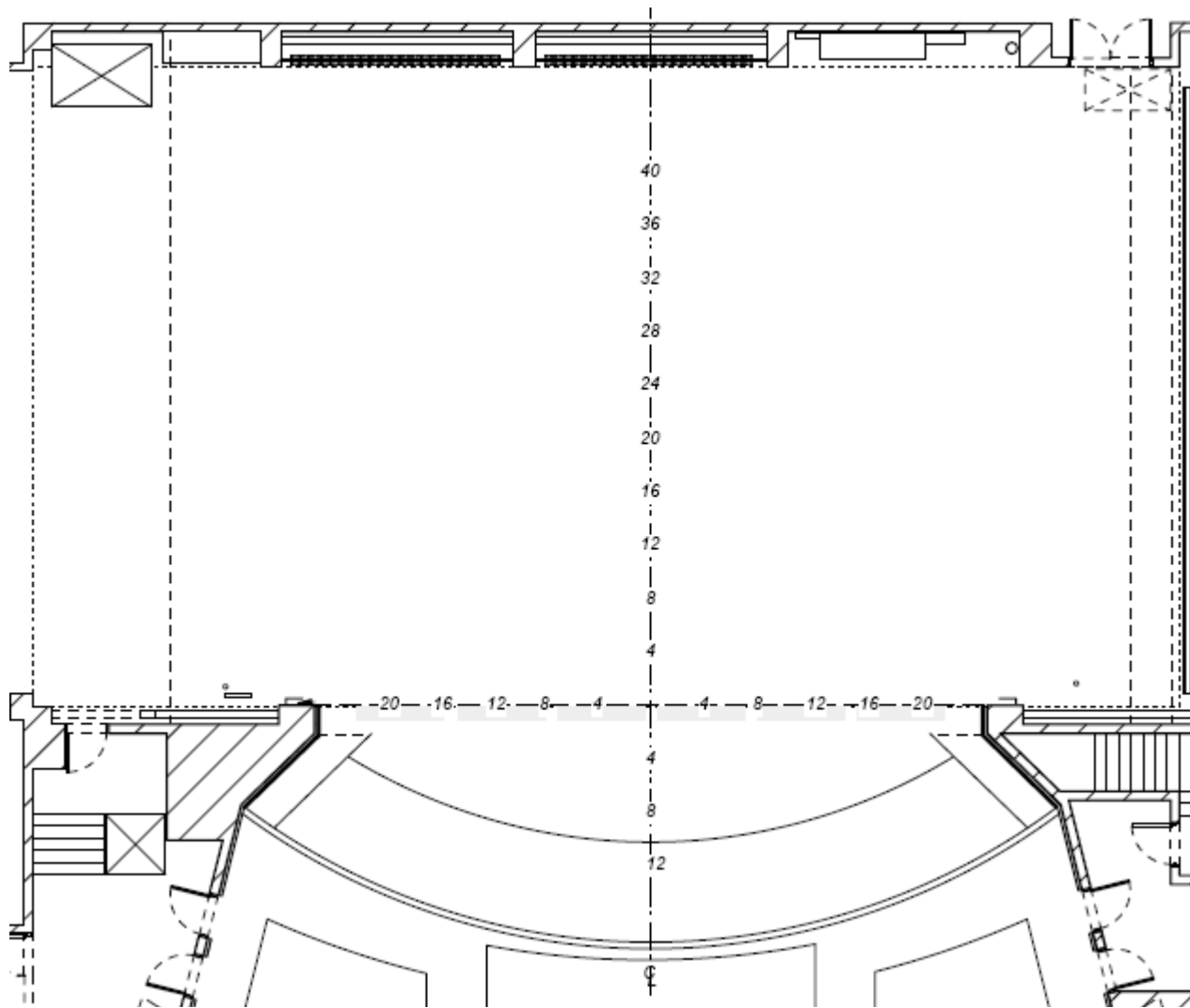
- Piano Needs

Type: \_\_\_\_\_

Tuner?  Yes  No Special tuning requirements (A-440, A-442, etc.): \_\_\_\_\_

**Audio Notes:**

1. Please include an input list
2. Please provide a sketch of the stage plot



# LIGHTING REQUIREMENTS

Note: Light plot and channel hook-up must be in at least 4 weeks before load-in date.

- Front Light

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- Pit Wash

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- Up Stage Boost

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- Box Booms

- Near 

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- Far 

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- Over-Stage

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- Specials

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- Cyc / Backdrops

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- Side Booms

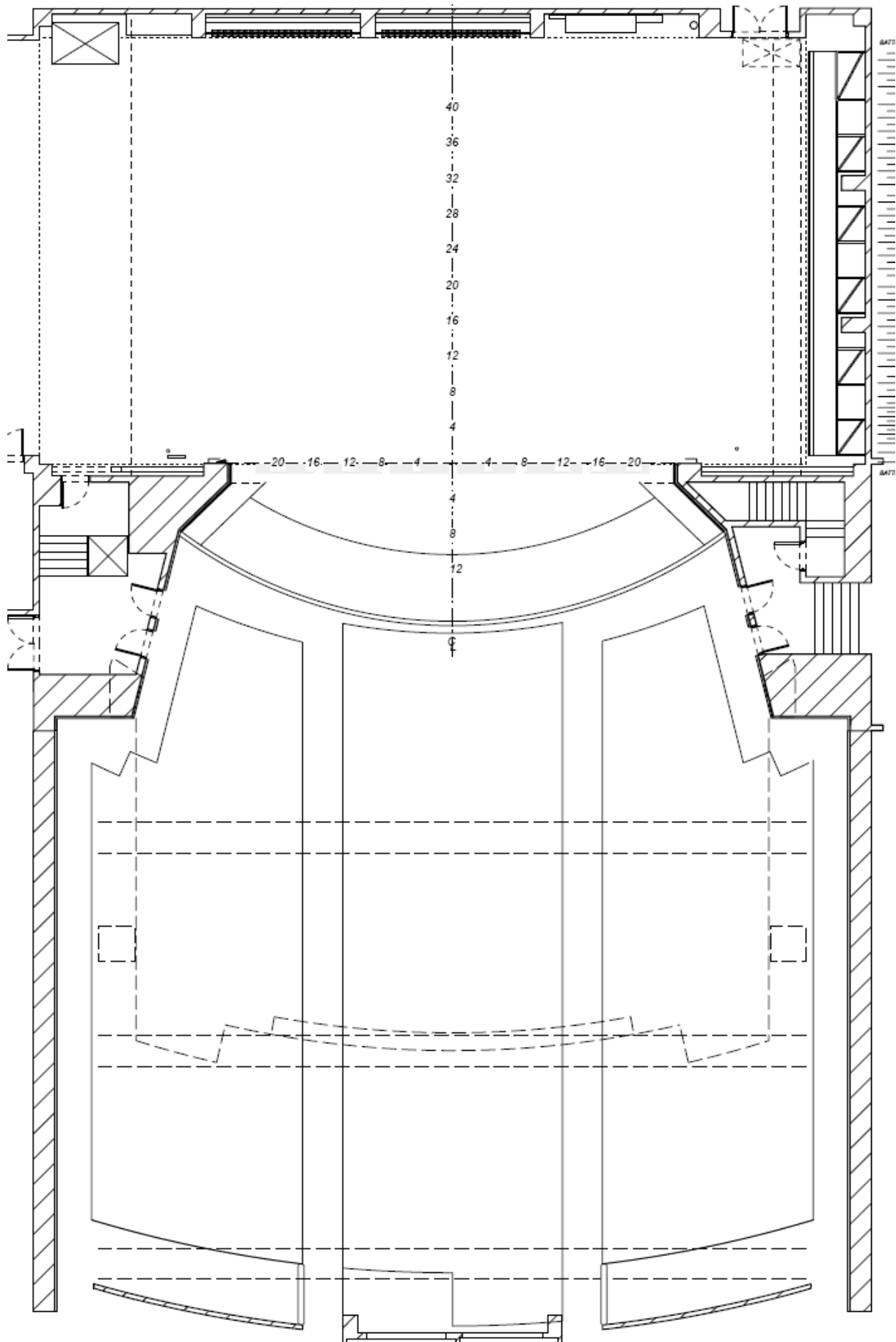
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- Follow Spots

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## BACKSTAGE, TICKETING, AUDIENCE, LOBBY, PARKING

- Backstage needs

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- Wardrobe requirements

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- Dressing Room requirements

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- Desired Stage Temperature: \_\_\_\_\_ ° F

- Ticketing:  Reserved OR  General Admission  Paid OR  Free

**Policy:** UFPA does not permit on-site collection of cash donations or contributions during events.

- VIP Seating Arrangements

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- Performers in House?  Yes  No If yes, what route will they take?

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Please describe any performer seating in House, including location, capacity and access:

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- Please provide any comments regarding audience dynamic:

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- Doors open time prior to event start: \_\_\_\_\_

- Photography & Video (Audience use permitted? Event photographers? Specify locations.)

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- Black Box Requirements

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- Pre/Post Reception Requirements

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- Lobby Requirements
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- Concession Specifics

**Policy:** All food and drink on sale for audience consumption must be provided through UF’s Classic Fare Catering.

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- Merchandising

**Policy:** Merchandise sales remain under the control of UFPA. Any merchandising set up by the renter must be approved by UFPA in advance. UFPA collects a 20% commission on total revenues net of applicable sales taxes from all on-site merchandise sales. Sellers provided by UFPA will be paid \$50.00 cash per seller per event by the renter.

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- Security
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- Who is allowed Back Stage? What access points are permitted? How will access be controlled?
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- Parking Requirements

- a. Loading Access and Truck Parking: \_\_\_\_\_
- b. Backstage Parking for Staff and Performers: \_\_\_\_\_
- c. Audience Parking and Traffic: \_\_\_\_\_

**Parking Policies – UFPA cannot waive parking fees or fines assessed by the University of Florida.**

University of Florida parking regulations apply to each UFPA facility. Parking in University of Florida parking lots requires a permit from UF Parking Services. Temporary parking permits will be requested from University Parking Services for the renter. Parking permits do not guarantee availability of a parking space.

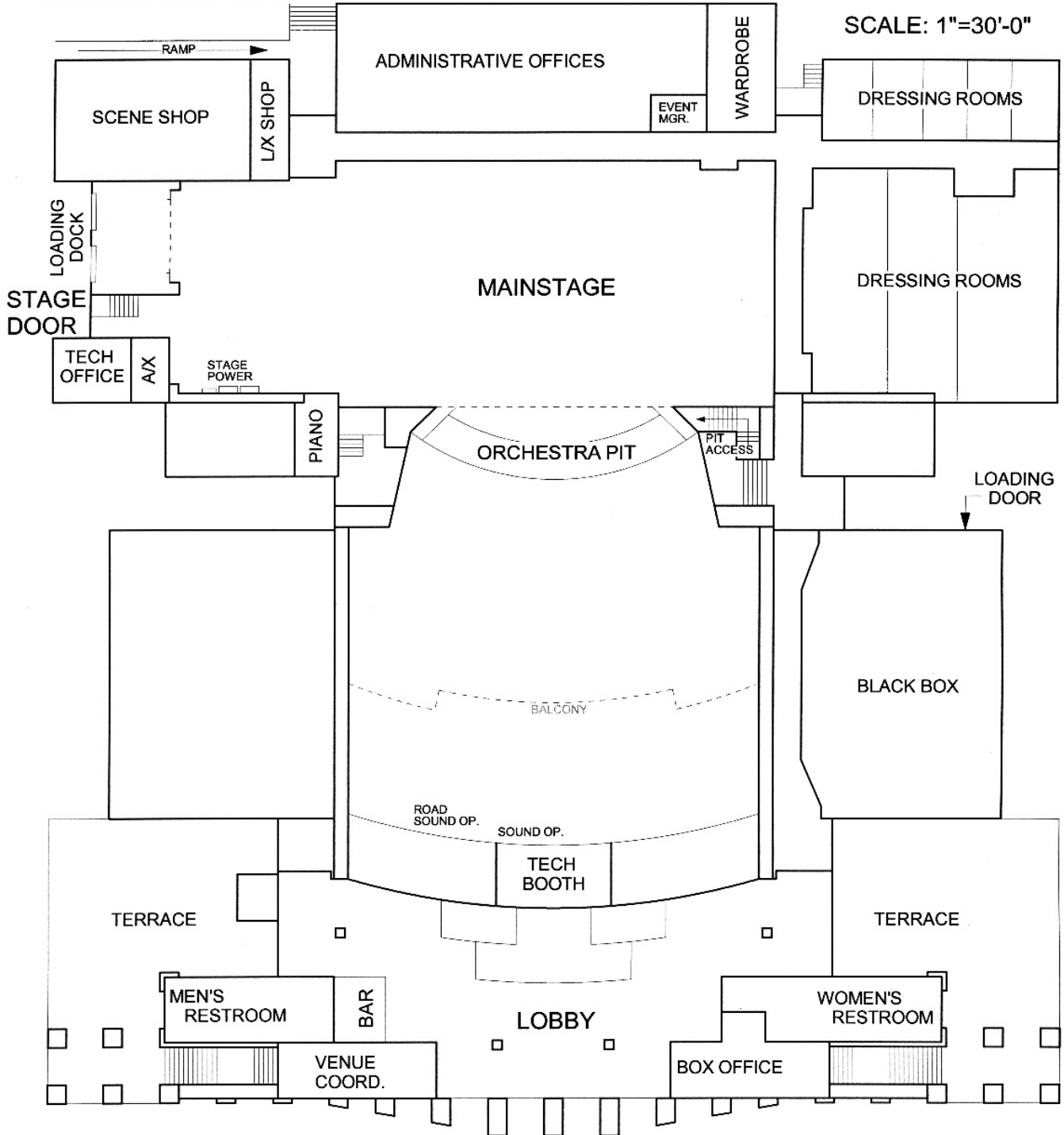
Should parking be required during a weekday for audience attending an event, a request to lift parking restrictions for the duration of the performance will be submitted to University of Florida Parking and Transportation Services.

Parking at University of Florida is permitted only in marked spaces designated as permissible parking. Unauthorized parking in loading areas, and parking outside of designated parking spaces, will result in a ticket, fine and towing of the vehicle. Parking without a permit Monday through Friday 8:30AM-3:30PM will result in a ticket and fine.

**Traffic Policy**

Gainesville or UF Police may be required to manage traffic for the event. Determination will be made by UFPA, and a cost estimate will be provided for the Renter. The Renter will be responsible for costs.

# Schematic Floor Plan



Detailed technical drawings and specifications are available online at [www.performingarts.ufl.edu](http://www.performingarts.ufl.edu), or by calling the Phillips Center for the Performing Arts, (352) 392-1900, extensions 310 or 336.