



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









# 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  
\_\_\_\_\_  
\_\_\_\_\_

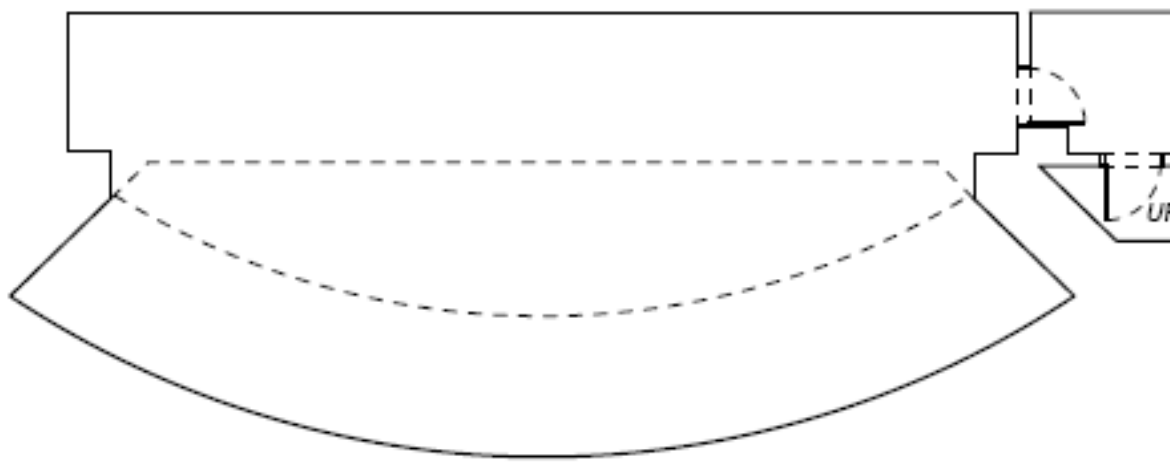
**Policy:** Open flame, weapon and pyrotechnic effects of any kind are not permitted without the written consent of the Director of University of Florida Performing Arts. Pyrotechnic effects require a licensed pyrotechnician, provided and certified by the renter. If use of any open flame effect or pyrotechnic 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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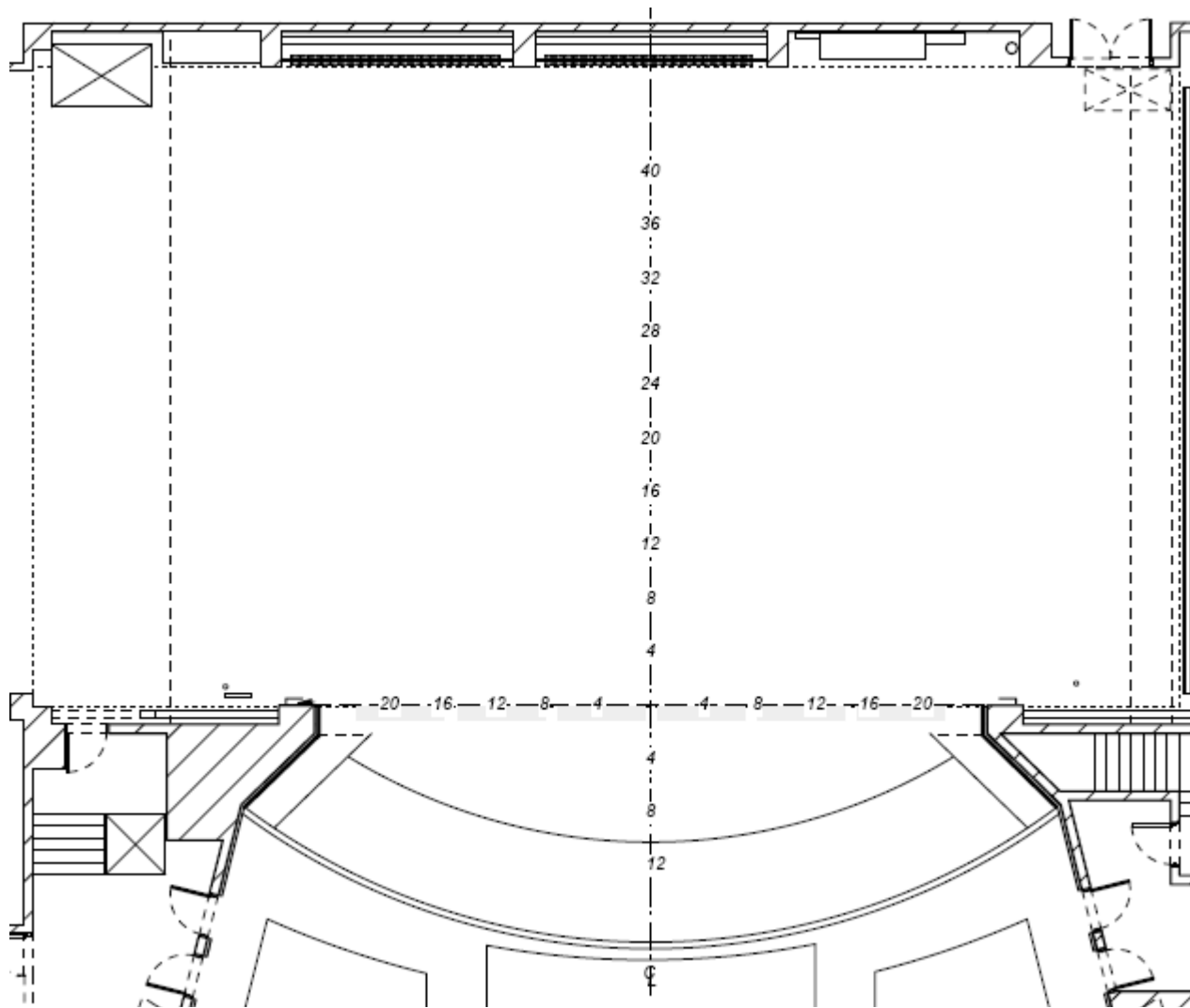
- Piano Needs

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

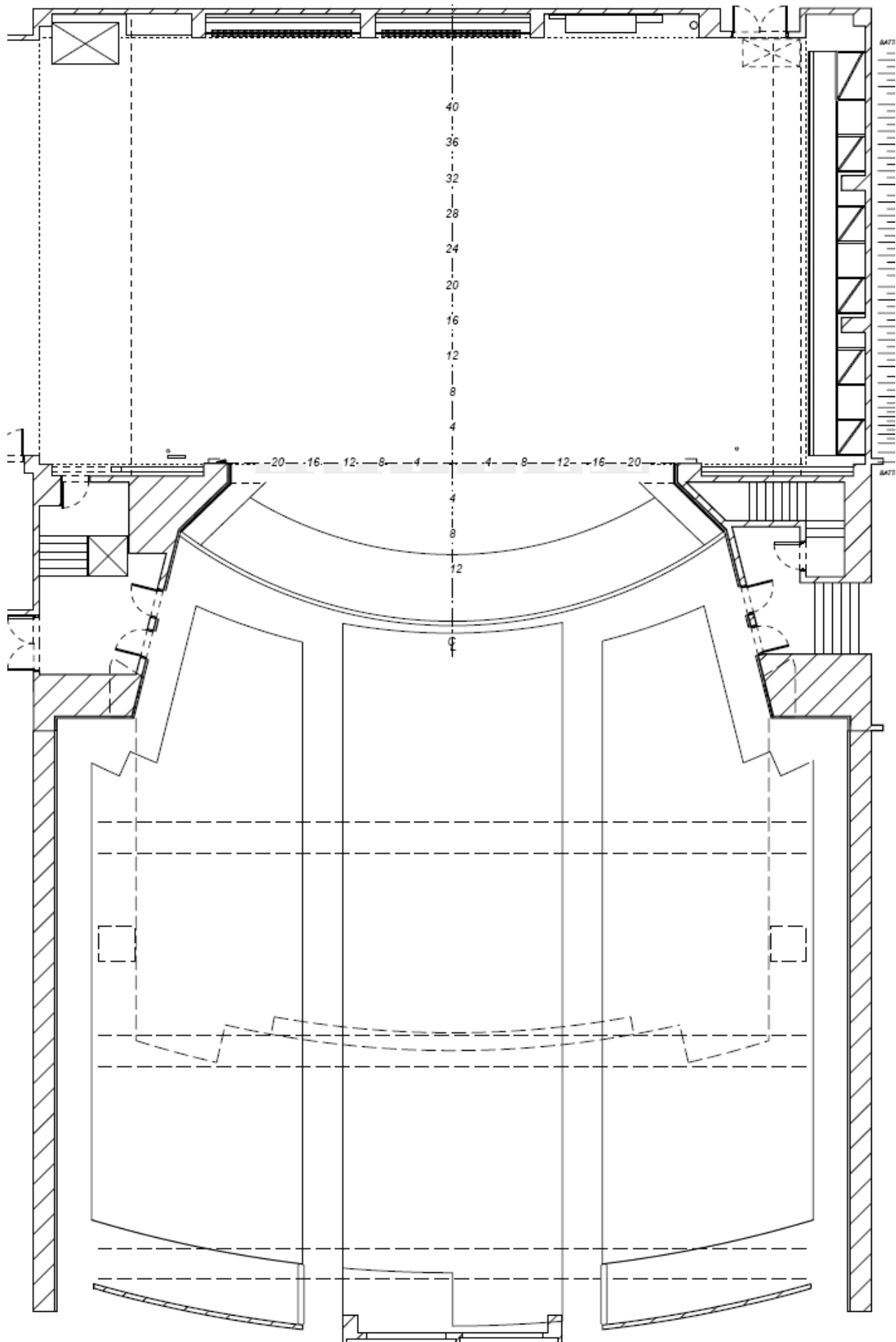
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- Follow Spots

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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.

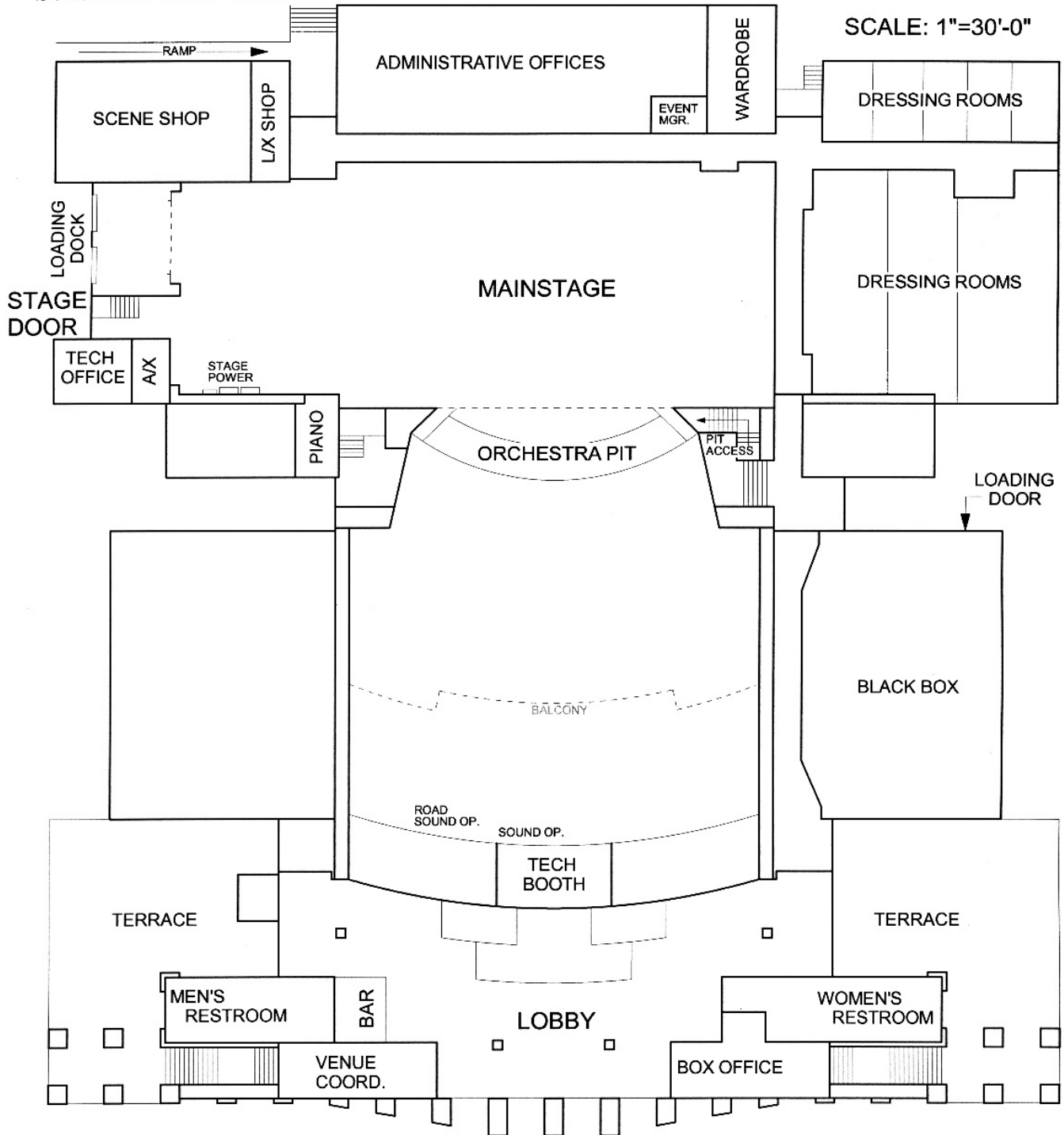
Should parking be required during a weekday for audience attending an event, a request to lift parking restrictions for the duration of the performance will be submitted to University of Florida Parking and Transportation Services.

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.