



LOGAN CENTER EVENT INFORMATION

EVENT NAME: _____ EVENT DATE(S): _____ SPACE(S) REQUESTED: _____

Contact Information

Sponsoring Org/Department: _____	Phone: _____	Email: _____
Main Event Contact: _____	Phone: _____	Email: _____
Production Manager: _____	Phone: _____	Email: _____
Select the sponsoring group & provide account code if applicable:		
<input type="checkbox"/> UC Non-Arts Event (Acct# _____)	<input type="checkbox"/> Logan Community Arts Partner	<input type="checkbox"/> External Arts Event
<input type="checkbox"/> UC Arts Event (Acct# _____)	<input type="checkbox"/> Recognized Student ((Acct# _____)	<input type="checkbox"/> External Non-Arts Event

Event Schedule

Organization Arrival Time: _____	Event Start Time: _____	Event End Time: _____
Reception Y/N: _____	Public or Private Event: _____	Estimated Attendance: _____

Event Format

<input type="checkbox"/> Musical Performance	<input type="checkbox"/> Variety Show	<input type="checkbox"/> Dance Performance
<input type="checkbox"/> Lecture / Panel Discussion	<input type="checkbox"/> Film Screening	<input type="checkbox"/> Reception / Dinner
<input type="checkbox"/> Other _____		

Set up Information

Do you want Logan Center to provide any of the following:

<input type="checkbox"/> Tables	<input type="checkbox"/> Coat racks	<input type="checkbox"/> Trash and recycling bins
<input type="checkbox"/> Chairs	<input type="checkbox"/> Easels	<input type="checkbox"/> Stanchions
<input type="checkbox"/> Other _____		

Additional Logan Center Support

Request use of additional Logan Staff and resources:

<input type="checkbox"/> Ushers/Coat Check	<input type="checkbox"/> Box Office	<input type="checkbox"/> Marketing/Promotion
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Stage Furniture and Curtains

Request use of resources:

<input type="checkbox"/> Black Stage Curtains	<input type="checkbox"/> Full-Stage Projection Screen	<input type="checkbox"/> Choral Risers	<input type="checkbox"/> Platform Risers
<input type="checkbox"/> White Scrim Backdrop	<input type="checkbox"/> Piano (\$125/tuning)	<input type="checkbox"/> Marley Dance Flooring	

Audio

Request all sound reinforcement resources required:

<input type="checkbox"/> Handheld Wireless Microphones	<input type="checkbox"/> Instrument Microphones (attach input list & stage plot)
<input type="checkbox"/> Wearable Wireless Microphones	Audio Playback: <input type="checkbox"/> USB Device <input type="checkbox"/> CD <input type="checkbox"/> Computer/iPod

Lighting

Request all lighting resources required:

<input type="checkbox"/> Lighting Designer	<input type="checkbox"/> External Lighting Rental Package
<input type="checkbox"/> Follow Spotlight Operator	<input type="checkbox"/> Music Stand Lights

Projection

Request projection playback format:

<input type="checkbox"/> Blu-ray or DVD	<input type="checkbox"/> HDMI, VGA or DVI-I/D inputs (1920x1080 preferable)
<input type="checkbox"/> 35mm, DCP, DigiBeta, or HDCAM	<input type="checkbox"/> Confidence Monitor System

Recording

<input type="checkbox"/> External videographer requesting an audio feed from mixer. (Mono or Stereo XLR out)
<input type="checkbox"/> Archival quality audio recording from hanging house microphones. (MP3 files with digital delivery)
<input type="checkbox"/> Multi-Track recording / no post production. (Session files transferred to an external hard drive)

Please List Any Additional Information Below
