**Event Name:**  **Date of Request:**

**Date Request 1st Choice: 2nd Choice: 3rd Choice:**

**Primary Contact: Phone: Email:**

**Alt. Contact: Phone: Email:**

**BRIEF DESCRIPTION OF EVENT:**

**EXPECTED ATTENDANCE**: **Audio / Video / Backline / Tech Needs List AV or Backline needs here such as:**

**PROPOSED TIMELINE: \*follow spot \* backdrops to fly \* etc.**

(For AM Load In factor 1hr crew break for lunch and dinner) **If you aren’t sure just enter “not sure”**

Load In: **Attach a tech rider if one is available.**

Tech/Sound Check:

OR  
Rehearsal:

Crew Lunch Break:

Crew Dinner Break:

Piano:  Yes  No

Box Office Open: Dance Floor:  Yes  No //  Modern  Traditional

Choral Risers:  Yes  No

Pre-Show Reception (if applicable): Wired Mics:  Yes  No How Many:

Wireless Mics:  Yes  No How Many:

House Open: Speaker Stacks/Front Fills:  Yes  No

Video Projector & Screen Rental:  Yes  No

Curtain: VIP/Meet & Greet:  Pre or  Post Show Hours: \_\_\_\_\_\_ Patron’s Lounge:  Yes  No

Intermission:  Pre-Show  Post Show Hours: \_\_\_\_\_\_\_\_ Type of Use:

End Curtain:   Reception  Lecture  Meeting  Dressing Room

Client Departs: **FOLLY PROVIDES ALL BEVERAGE SERVICE**

Concessions Requested:  Beer & Wine  Full Bar

 Non-Alcohol (coffee water soda only)

Bar Service Start: Bar Service End: Reception Service Requested (if applicable)  Cash Bar  Hosted  Beer & Wine  Full Bar

**TICKETING & FEES:**

 General Admission OR  Reserved Requested On Sale Date:

**Folly Sells for Client on Folly Ticketing System**  Box Office Hours Day of Show:

$3 facility fee and $3 box office fee will apply for a total of $6 per ticket.

$2 mailing fee and 4% credit card fee will be charged to the ticket buyer at the time of purchase.