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**PERFORMANCE DETAILS
 INTERNAL - EXTERNAL**

Please complete this form as thoroughly as possible. If you have any questions, please contact **Don Waddle at 780-887-6058**, or by e-mail at **dwaddle@sprucegrove.org**.

EVENT INFORMATION

Performance Name:	Contact Name:	Today's Date:
Group Name:	Phone Number (s):	Date of Event:
Mail Address:		E-Mail Address:
Type of Event: <input type="checkbox"/> REHEARSAL <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> OTHER _____		

SPACE REQUIRED * Denotes items that may require an additional fee

<input type="checkbox"/> Mainstage	<input type="checkbox"/> Men's Dressing Room	<input type="checkbox"/> Women's Dressing Room
<input type="checkbox"/> Lounge*	<input type="checkbox"/> Drama Room	<input type="checkbox"/> Cafeteria*

TIME REQUIRED (Minimum four hour booking)

Arrival/Equipment/Set Load In Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Departure/Equipment/Set Load Out Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Performers Arrival Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Rehearsal Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
House Opens (suggest 15 min before start time): _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Event Start Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Running Time: 1 st half: _____ 2 nd half: _____		
Intermission: <input type="checkbox"/> YES <input type="checkbox"/> NO Length: _____ (15 min. suggested)		

FRONT OF HOUSE SERVICES (\$5/hour/volunteer)

<input type="checkbox"/> Ticket Taking
<input type="checkbox"/> Bar Service
<input type="checkbox"/> Concession Service
<input type="checkbox"/> Coffee Service
<input type="checkbox"/> Coat Check

FRONT OF HOUSE INFORMATION

Number of participants/ supervisors: ____/____
Is this a ticketed event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Admission Charged: How much? _____
Is media invited to performance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are cameras permitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a reception? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what time? _____

EQUIPMENT REQUIRED

<input type="checkbox"/> Grand Piano – price varies	<input type="checkbox"/> Upright Piano	<input type="checkbox"/> Podium
<input type="checkbox"/> Choir Risers - \$50/day - # required (max 5): _____	<input type="checkbox"/> Lobby Tables: _____	
<input type="checkbox"/> Portable Stage - \$100/day - # of sections (max 4): _____	<input type="checkbox"/> Projector - \$25/day	
<input type="checkbox"/> Music Stands - # required (max 8): _____		
Please specify additional equipment needs: _____		

TECHNICAL REQUIREMENTS

- Are there any special **Lighting** requirements? YES NO
- Are there any special **Audio** requirements? YES NO
- Are there any special **Video** requirements? YES NO
- Are there any special **Stage set-up** requirements? YES NO

If you answered YES to any of the above questions, please contact **Don Waddle @ 780-887-6058** or by e-mail at dwaddle@sprucegrove.org.

Please list any general lighting, audio, AV or stage requirements: _____

VISUAL REQUIREMENTS

What are you projecting? VHS DVD PowerPoint Other

If other, please specify: _____

Is there any audio with your projection? YES NO

Are there multiple presentations? YES NO

Do you require the following equipment? Projector Renter will supply

Computer Renter will supply

DVD player Renter will supply

VCR Renter will supply

From where will the presentation be run? Booth Other: _____

Please have all presentation/media equipment on stage at least 2 hours prior to show time. If you require a computer, you must inform us at least 7 days prior to your booking.

**** You must provide an operator for any Video presentation. ****

AUDIO REQUIREMENTS

Do you require any playback? CD Cassette Other

If other, please specify: _____

**** Dance Studios/Groups are required to run their own sound backstage. ****

LIGHTING REQUIREMENTS

At what level would you like the house lighting during the presentation?

Full (100%) Dimmed (50%) Low (30%) Out (0%)

PLEASE PROVIDE A SKETCH OF THE STAGE SET-UP Attached

Please return this form completed to the Horizon Stage Box Office or fax to 780-962-0616, attention Karen Smutt.