



# Production Support Request

Questions about how to complete this form?

Call or email  
 Justin Smiley:  
 760-744-1150 x2455  
 jsmiley@palomar.edu

## Event Information

Name of Production or Performance:

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Short description:

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Type of performance or event:

Play     
  Concert     
  Dance     
  Other: \_\_\_\_\_

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Performance Venue:

Howard Brubeck Theatre     
  D-10     
  Other on-campus: \_\_\_\_\_  
 Studio Theatre     
  PAC Courtyard     
  Off-campus: \_\_\_\_\_

## Requested Date(s) and Time(s) for rehearsals, tech, and performances.

Type (Reh, Tech, Dress, Perf)	Day of Week	Date or Range of Dates	Arrival	Event Begin	Event End	Departure



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**Contact Information** If this event is in collaboration with another ensemble or class, please provide their information as well.

Ensemble/Class Name	Collaborating Ensemble/Class Name
Show Producer/Ensemble Director Name	Co-Producer/Ensemble Director Name
Position/Title	Position/Title
Phone	Phone
Email	Email

**Front of House Information**

Intermission  
 No intermission.       Yes, there will be an intermission.  
 Intermission Duration: \_\_\_\_\_ (standard is 15 minutes)  
 Act I Duration: \_\_\_\_\_      Act II Duration: \_\_\_\_\_

Concessions  
 No concessions       Before the show       At intermission

**Ticketing**

Admission  
 This is a free event       Donations will be requested.

Paid Event  
 Season standard ticket pricing.  
 Non-Standard pricing (please list request and justification)  
 \_\_\_\_\_  
 \_\_\_\_\_

Complimentary Tickets or Special Offers  
 One ticket per performer (standard department policy)  
 Non-Standard comps or offers (please list request and justification)  
 \_\_\_\_\_  
 \_\_\_\_\_



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**Publicity** The deadline for all printed publicity materials is *6 weeks prior* to first performance. Program information is due *3 weeks prior* to first performance.

<input type="checkbox"/> Website	<input type="checkbox"/> Posters	<input type="checkbox"/> Rave Cards	<input type="checkbox"/> Email	<input type="checkbox"/> Print Ad	<input type="checkbox"/> Social Media
<input type="checkbox"/> Program					<input type="checkbox"/> Facebook
					<input type="checkbox"/> Twitter
					<input type="checkbox"/> Other: _____

**Technical Information and Equipment** *All technical and equipment needs must be discussed with the Production Manager.*

<input type="checkbox"/> Sound Playback or Reinforcement	<input type="checkbox"/> Stage Lighting	<input type="checkbox"/> Choral Risers	<input type="checkbox"/> Stage Risers
<input type="checkbox"/> Archival Recording	<input type="checkbox"/> Specialized Scenery	<input type="checkbox"/> Chairs # _____	<input type="checkbox"/> Orchestra Shells
<input type="checkbox"/> Projections	<input type="checkbox"/> Piano	<input type="checkbox"/> Music Stands # _____	

Please describe any additional technical or equipment needs (provide a layout diagram where applicable):

## Contracts for additional personnel (guest artists, designers, etc.)

Are additional contracts required for this event?  
 Yes (please list below.)     No

*Note: A request for contract form must be completed for each individual and is due 3 weeks before the start of work.*

Name (if known)	Function	Amount

\*Continue on back of sheet if necessary