

METZLER COPAKEN INITIATIVE PRE-APPLICATION

Event Name: _____ Date of Submittal: _____

Event Date 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Primary Contact: _____ Phone: _____ Email: _____

Alt. Contact: _____ Phone: _____ Email: _____

DESCRIPTION OF EVENT: _____

EXPECTED TICKET SALES: _____

AUDIO / VIDEO / BACKLINE / TECH

Consider technical needs here

Attach a tech rider if one is available

TENTATIVE SCHEDULE

(Include a 60 min. break for crew lunch & dinner)

Load In: _____

Tech: _____

House Open: _____

AM rehearsal: _____

Crew Lunch Break: _____

PM rehearsal: _____

Crew Dinner Break: _____

Box Office Open: _____

House Open: _____

Curtain: _____

Intermission: _____

End Curtain: _____

Client Departs: _____

Follow Spot: Yes No
Backdrops to Fly: Yes No
Choral Risers Needed: Yes No How Many: _____
Piano Needed: Yes No
Wired Mics: Yes No How Many: _____
Wireless Mics: Yes No How Many: _____
Speaker Stacks/Front Fills: Yes No
Video Projector & Screen Rental: Yes No

OTHER TECH NEEDS, ATTACH RIDER

ADDITIONAL FRONT OF HOUSE NEEDS

VIP/Meet & Greet: Pre or Post Show
Patron's Lounge: Yes No
 Pre Show Post Show Hours: _____
 Reception or Dinner Lecture Meeting Dressing Room

Insurance:

Client will provide certificate
 Purchase insurance from Folly (additional fee will apply)

TICKETING & FEES: (please complete entire section)

- General Admission OR Reserved
 Folly Ticketing System / Folly Staff Sells
 3rd Party Online System / Client Sells

Preferred On Sale Date (Allow 5 – 7 business days): _____

Box Office Hours Day of Show: _____

Box Office Hours Day of Show: _____

If Folly staff sells on Client's behalf, a \$3 facility fee and \$3 box office fee will apply for a total of \$6 per ticket.

Folly produced performances typically build fees on top of the published ticket price. Ultimately, it is the Client's choice.

If Client sells, a \$3 facility fee per ticket will apply. Client is required to send a final sales report for fee settlement.

BUILD INTO PUBLISHED PRICE OF TICKET BUILD ON TOP OF TICKET AS FEE

NOTE:

- Remaining credit card and mailing fees will be charged to the ticket buyer at the time of purchase.
- If client sells, client is responsible for all aspects of box office including day of show staff, accounting, equipment, and ticket stock.