**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.

 Client Sells on 3rd Party Online System Box Office Hours Day of Show:

$3 facility fee per ticket will apply. Client is required to send a sales report post show for fee calculation.

It is your choice to build these fees into the advertised purchase price of the ticket OR build on top of the ticket as fees.

* **BUILD INTO PRICE OF TICKET \*OR\***  **BUILT ON TOP OF TICKET AS FEE**