

METZLER INITIATIVE PRE-APPLICATION

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: _____

PROPOSED TIMELINE:

(For AM Load In factor 1hr crew break for lunch and dinner)

Load In: _____

Tech/Sound Check: _____

OR

Rehearsal: _____

Crew Lunch Break: _____

Crew Dinner Break: _____

Box Office Open: _____

Pre-Show Reception (if applicable): _____

House Open: _____

Curtain: _____

Intermission: _____

End Curtain: _____

Client Departs: _____

Audio / Video / Backline / Tech Needs

List AV or Backline needs here such as:

***follow spot * backdrops to fly * etc.**

If you aren't sure just enter "not sure"

Attach a tech rider if one is available.

Piano: ☐ Yes ☐ No

Dance Floor: ☐ Yes ☐ No // ☐ Modern ☐ Traditional

Choral Risers: ☐ 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

VIP/Meet & Greet: ☐ Pre or ☐ Post Show Hours: _____

Patron's Lounge: ☐ Yes ☐ No

☐ Pre-Show ☐ Post Show Hours: _____

Type of Use:

☐ Reception ☐ Lecture ☐ Meeting ☐ Dressing Room

FOLLY PROVIDES ALL BEVERAGE SERVICE

Concessions Requested: ☐ Beer & Wine ☐ Full Bar

METZLER INITIATIVE PRE-APPLICATION

☐ 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.