

**PRODUCTION/EVENT FORM***attached: TECH SHEET and LAYOUT DESIGN SHEET*

*A production meeting should be set 60 days prior to the event date (internal events/renters).*

Today's Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

Venue: ☐ PB Cultural Center ☐ Ali Cultural Arts Center ☐ Black Box at Ali

Point of Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Event Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_ How long is the event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Is there an Intermission: **YES** **NO** If **YES**, how long is the Intermission: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Expected attendance numbers (adults and children): \_\_\_\_\_

Load in Date \_\_\_\_\_ Load In Time \_\_\_\_\_

Strike/Load out Date: \_\_\_\_\_ Strike/Load out Time: \_\_\_\_\_

Additional Dates Required: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_

**Follow-Ups/Check-In Meetings:**

Meetings Date:	Meeting Time:	Completed By:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Final Production Meeting/Check-In before load in:**

\_\_\_\_\_

What time will the artist/crew arrive on location: \_\_\_\_\_

	Yes	No	If yes, please list more information
Sound Check needed			
Back-Stage Dressing Rooms needed			If yes, how many?
Green Room Artist Name			
Dressing Room #1 Artist Name			
Dressing Room #2 Artist Name			
Stage Quick Change Booth(s)			Left Wing   Right Wing   Both Wings
Other dressing room needs?			

	Yes	No	If yes, please list more information
Will there be food?			
Catering			Name of Catering company:
Catering Certificates of Insurance			
Will Catering Company be providing a bar?			If yes, Catering Company will need to have Alcohol Liability listed. <b>Check Here:</b>
Lobby Table Needs			If so, how many high tops? _____ Rectangular tables? _____ Chairs? _____
Tablecloths needed?			Tablecloth color: <b>BLACK WHITE</b>  How many tablecloths? _____

	Yes	No	If yes, please list more information
Please select attached layout.			Please confirm layout on the attachment.
Will there be décor?			If yes, where (lobby, theatre, hallway)?
Are you using a vendor(s)?			If yes, please list vendor names:
Any special needs relating to security? Any known security threats related to the organization or its leadership?			Please describe:
Bar inside			
Table Onstage			If so, what kind and how many? 6 ft _____ 8 ft _____
DJ on stage			If yes, will DJ need a table?
Band			If yes, how many band members? _____
Lighting layout provided			
Uplights required?			

Spotlight(s) required?			
Microphones Needed Monitors Needed			If yes, how many and what kind? If yes, what kind and how many?
Projector			
Podium			
Video or presentation			If yes, please provide backup thumb drive and email in the file.
Props			If yes, please factor this on Load in day
Piano  Has the piano been tuned?			If yes, will the piano need to be mic'd.
Are you renting any equipment? (List on attached page)			If yes, please list on attached page.
Kitchen Use (warming/prep only)			Details:

Do you have any ADA Requests?

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RIDER/TECH (backline included) attached: **YES** **NO** If **NO**, describe Rider/Special Requests Here:

Will an off-stage dressing (i.e. pipe and drape in a wing) be required? **YES** **NO** Please describe:

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**Received:**

\_\_\_ COI    \_\_\_ Auto Insurance Card(s)    \_\_\_ Worker's Compensation Waiver    \_\_\_ W9 Form    \_\_\_ Vendor Form  
 \_\_\_ High-Resolution Images    \_\_\_ MP4 Video Links    \_\_\_ Other: \_\_\_\_\_

**INVENTORY LIST – *items are subject to inspection***

(Anything and everything used during a production, exhibition, concert, or show that will be brought in by the renter/vendor/producer):

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.**RENTER'S PRODUCTION EQUIPMENT** *(if applicable)*[illegible]

Do you have any stage management needs (curtain, run of show, etc)? Please describe:

How do you plan to market your show?

Will you provide programs for your event? **YES** **NO** How will they be distributed?

\_\_\_ The tech sheet (attached) has been discussed in detail, including distribution of scripts, lighting and sound plots, stage management directions, etc.

#### Table and Chairs

Quantity	Size	How Many?
30	72" Round banquet tables	
20	30" Round cabaret tables, height variable 36"/42"	
16	6' Rectangular Table	
6	8' Rectangular Table	
36	Metal Stools	
300	Stacking chairs	
30	Symphonic Chairs	

#### House Drapery

Drapery	Quantity	Size	Fullness	Fabric	Lining	Color
Main Border	1	52'w x 4'h	75% sewn in	25oz velour	Black Ranger cloth	Burgundy
Main Drape	1 (2 panels)	27'6" w X 20'6"h (each)	75% sewn in	25 oz velour	Black Ranger cloth	Burgundy
Border	3	52'w X 4'h	None	25 oz velour	None	Black
Leg	6	15'w x 20'6"h	None	25voz velour	None	Black

## EQUIPMENT AND TECH INVENTORY

	Inventory	How Many?
Vertical Sandbags	(12)	
Booms	(8)	
Cable Ramps	(5)	
Music Stands	(22)	
Bed Lifts	(4)	
JBL Monitors	(4)	
Gooseneck Podium Mic Holder	(1)	
Chauvet Uplights	(12)	
Extra Safety Cables	(33)	
Extra C-Clamps	(13)	
Stand Lights	(20)	
Clip Light	(6)	
CAT5 Cable 5 foot	(1)	
CAT5 Cable 10 foot	(3)	
CAT5 Cable 15 foot	(4)	
CAT5 Cable 25 foot	(1)	
CAT5 Cable 100 foot	(2)	
D Plug	(8)	

### Lighting Equipment

#### ETC Ion Board

	Inventory	How Many?
Gobo Frames with Frost	(44)	
Gobos	(6)	
Gobo Frames A	(21)	
Gobo Frames B	(2)	
Iris	(3)	
7 inch Gel Frames	(14)	
Quad Zoom Tour 2	(10)	
50 degree LEKOs	(16)	
36 degree LEKOs	(10)	
26 degree LEOs	(24)	
Chauvet COLORstrip	(6)	

### Lighting Cables

	Inventory	How Many?
Twofer	(17)	
3-pin 25 Foot	(17)	
3-pin 10 foot	(8)	
3-pin 5 foot	(12)	
DMX 25 foot	(6)	
DMX 10 foot	(21)	
DMX 100 foot	(2)	

\_\_\_ The script being used has been provided to: \_\_\_\_\_

Date the script was provided: \_\_\_\_\_

\_\_\_ Lighting plot received and discussed.

\_\_\_ Audio plot received and discussed.

\_\_\_ Stage management questions have been discussed and answered.

<b>Audio Cables</b>	<b>Inventory</b>	<b>How Many?</b>
1/4 inch jack to XLR 20 foot	(1)	
1/4 inch instrument cable 3 foot	(1)	
1/4 Inch instrument cable 20 foot	(6)	
XLR Cable 5 foot	(1)	
XLR Cable 10 foot	(6)	
XLR Cable (2) 10 foot loom	(1)	
XLR Cable 20 foot	(20)	
XLR Cable 50 foot	(4)	

<b><u>Platform Equipment</u></b>	<b>Inventory</b>	<b>How Many?</b>
Platform with feet	(18)	
Rectangular Stairs	(13)	
Triangular Stairs	(3)	
Escape Stairs	(2)	

<b><u>Lamps</u></b>	<b>Inventory</b>	<b>How Many?</b>
Spot	(8)	
Projector	(2)	
White Clip Light Bulbs	(2)	
Blue Clip Light Bulbs	(4)	

<b><u>Video Equipment</u></b>	<b>Inventory</b>	<b>How Many?</b>
StarTech Presenter Remote	(1)	
Kensington Presenter Remote	(3)	
HDMI Splitter	(2)	
HDMI Cable 2 foot	(1)	
HDMI Cable 3 foot	(3)	
HDMI Cable 6 foot	(6)	
HDMI Cable 10 foot	(4)	
HDMI Cable 25 foot	(4)	

<b><u>Audio Equipment</u></b>	<b>Inventory</b>	<b>How Many?</b>
<u>Yamaha CL3 Board</u>		
<u>PDCI Box</u>	(1)	
DI Box	(2)	
Mic Tape	(24)	
Shure Wireless Mic Pack E2 Earsets	(3)	
Shure Wireless UR1M Body Packs	(4)	
Shure BETA 58A Wireless Handheld	(4)	
D112 Mic	(1)	
Shure BETA 58A Wired Mic	(1)	

Shure SM81 Mic	(2)
Shure SM58 Mic	(6)
Shure SM57 Mic	(4)
ClearCom Pack	(4)
ClearCom Headset	(5)
Short Straight Mic Stand	(2)
Broken Straight Mic Stand	(1)
Implement Arm Mic Strand	(3)
Short Boom Arm Mic Stand	(3)
Mic Stand Base	(1)
Straight Mic Stand	(7)
Boom Arm Mic Stand	(2)
Tabletop Mic Stand Short	(2)
Tabletop Mic Stand Gooseneck	(1)
Studio Monitor Headphones	(1)
Monitor Headphones in Booth	(1)
Speaker Wire	(2)
TechPro Wired Mics	(5)
1/8 AUX Cable	(1)
TechPro Audio Mixer	(1)
Tpro Speaker	(2)

Supervisor of Event: \_\_\_\_\_  
(Will generally be the Cultural Leader of Venue)

**Staff Assigned:**

Tech Director: \_\_\_\_\_

Audio Engineer: \_\_\_\_\_

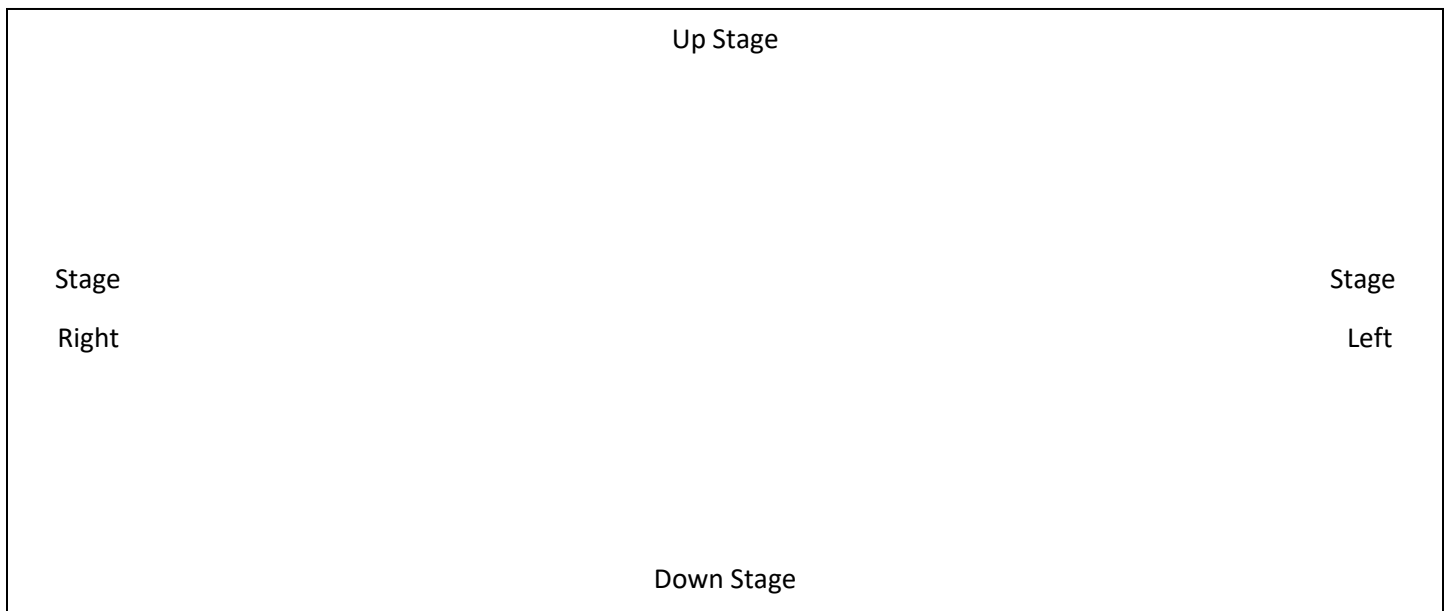
Box Office: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Additional Staff as required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pompano Beach Cultural Center Stage Set-Up:**



**AUDIENCE**

Please label the stage floor below. i.e. : M – Microphone, P – Podium, LT (Long Table) RT (Round Table)  
C – Chair, T – Tree/Plants, etc. Include all details here.



**DEBRIEF (internal staff only - anyone directly involved with the event):**

Review the objectives of the event/performance. It is important to be honest and transparent in your observations and comments. Collect all necessary data before a debrief including attendance, notes from the vendor, survey results If applicable, goals, marketing performance, time management, communication, attendee satisfaction, and expenses/revenue.

1 - What worked well?

2 - Review data (ticket pricing, attendance, etc.). What did you notice? What are the general thoughts (data)?

3 - What was the planning process like? What were the challenges and successes?

4 -What should we continue to do? Any deltas?

5 - How did this event compare to the last event if recurring?

6 - Were all expectations and instructions communicated to the staff from the beginning?

7 - What would you like to see happen at similar events in the future?

Anything else to contribute?