

**THEATRE OPERATIONS INFORMATION**  
***Please complete and return for Each Event***

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Curtain Time:** \_\_\_\_\_

**Theatre:** \_\_\_\_\_

Please give a brief description of your Event.

\_\_\_\_\_

\_\_\_\_\_

2. How many members will need stage access? \_\_\_\_\_

3. Do you need Loading Dock access?  Yes  No

4. Do you have an ACPA qualified stage manager?  Yes  No

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

5. Do you have a qualified lighting designer?  Yes  No

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

6. Do you have a qualified technical director?  Yes  No

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Do you have a Caterer?  Yes  No Name: \_\_\_\_\_ Phone: \_\_\_\_\_

8. Do you have scenery/large props?  Yes  No

Please Describe: \_\_\_\_\_

\_\_\_\_\_

9. Will an Audience member need to get onto the stage?  Yes  No

Will show participant need to go into audience?  Yes  No

10. Atwood Events... Do you need Pit seats installed?  Yes  No

11. Will your show have any special effects?  Yes  No

(i.e. strobos, gunshots, fog, smoke)

Please Describe: \_\_\_\_\_

\_\_\_\_\_

12. Will you be using House Mix position?  Yes  No

13. Please describe your audio needs. \_\_\_\_\_

\_\_\_\_\_

14. Do you need Internet access?  Yes  No

In an effort to assist making your event as professional as possible, please return this completed form to the Alaska Center for the Performing Arts, 621 West 6th Ave., Anchorage, AK. 99501 or Fax @ 263-2927. Forms are also available on our web site @ <http://www.alaskapac.org/FacilityRentalInfo.aspx>. Please contact your Theatre Production Manager no later than thirty days prior to your event.

**PRODUCTION MANAGERS**

<b>Atwood Concert Hall</b>	<b>Fred Sager</b>	<b>263-2945</b>	<b>fsager@alaskapac.org</b>
<b>Discovery Theatre</b>	<b>Mark Florez</b>	<b>263-2942</b>	<b>mflorez@alaskapac.org</b>
<b>Sydney Laurence Theatre</b>	<b>Wendy Odden</b>	<b>263-2948</b>	<b>wodden@alaskapac.org</b>
<b>Voth Hall &amp; Lobbies</b>	<b>Kevin McClear</b>	<b>263-2946</b>	<b>kmcclear@alaskapac.org</b>

**Thank You!**