

The Colburn School

EVENT PRODUCTION FORM

Event Name: _____
Sponsor: _____
Contact Name: _____
Contact Phone: _____
Contact Email: _____
Ticket Info Phone#: _____
Event Date: _____
Load-in Time: _____
Event Time: _____
Load-out Time: _____
Expected Attendance: _____

Location

Zipper Hall Grand Rehearsal Hall
 Thayer Hall Olive Rehearsal Hall
 Mayman Hall Other

Piano

Zipper Hall	Thayer Hall	Mayman Hall	Grand/Olive Rehearsal Hall
Steinway <input type="checkbox"/>	Steinway <input type="checkbox"/>	Steinway <input type="checkbox"/>	Steinway <input type="checkbox"/>
Fazioli <input type="checkbox"/>	Shigeru <input type="checkbox"/>	Fazioli <input type="checkbox"/>	None <input type="checkbox"/>
None <input type="checkbox"/>	None <input type="checkbox"/>	None <input type="checkbox"/>	

Please check here if you would like the lid removed

Staff

Stage Manager Yes No
(Required for Zipper & Thayer)

Sound Engineer Yes No

Usher(s) None 1 2 3
(1 Required for Zipper & Thayer)

Would you like the piano tuned specifically for this event? (\$180) Yes No
Do you want this concert recorded? (sound engineer required) Yes No
Colburn School to provide insurance? Yes No
Would you like to have this event listed on Zipperhall.com? Yes No
Is this event open to the public? Yes No
Complimentary Tickets for Colburn Students? Yes No
Will there be a reception on the South Plaza? Yes No