



## GARD THEATER USAGE REQUEST FORM (For Outside Organizations Using RVP Equipment & Services)

**Note: \*\*\*\* Due to RVP being a Non-Profit organization with volunteer help, this form should be filled out and submitted 30-60 days prior to performance dates in order for RVP personnel to be available to meet with and/or assist in the production if needed.**  
**\*\*\*\* All information provided below is for estimating purposes only, and is supplied in order for RVP to adequately prepare for the performance.**  
**Charges will be assessed on actual usage.**

<b>Organization / Event Info</b>		FILL IN	YELLOW	AREA ONLY
<b>Organization Name -----:</b>		<b>Date Submitted:</b>		
<b>Organization Address-----:</b>		<b>City-State-Zip:</b>		
<b>Contact Person -----:</b>				
<b>Contact Person Phone -----:</b>				
<b>Email (Primary Contact)-----:</b>				
<b>Proposed Event Name -----:</b>				
<b>Type of Show with brief Description -----: (i.e. - Play / Dance / Speaker / Musical Group / etc.)</b>				

<b>General Production Schedule</b>							
Load-In/Set-Up	Date (s)		Setup Time		Start Time		End Time
Rehearsal	Date (s)		Setup Time		Start Time		End Time
Performance(s)	Date (s)		Setup Time		Start Time		End Time
	Date (s)		Setup Time		Start Time		End Time
	Date (s)		Setup Time		Start Time		End Time
Strike/Load-Out	Date (s)		Setup Time		Start Time		End Time

<b>Theatre Set up</b>	
<b>General Set up for Stage (General Description)</b>	
<b>Light Needs (General Description)</b>	

**Theatre Set up**

Sound & Video Needs (General Description)	
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**Event Personnel Information ---- Write "NEEDED" if this is a position you are looking for RVP to fulfill for you.**

<b>Primary Producer -----:</b> (Person in charge of overall event)		Phone -----:	
		Email -----:	
<b>Production Manager-----:</b> (Person in charge of all technical aspects of event)		Phone -----:	
		Email -----:	
<b>Front of House -----:</b> (Person in charge ticketing & promotions for the event)		588-7082	
		Email -----:	
<b>Lighting Designer -----:</b>		Phone -----:	
		Email -----:	
<b>Sound &amp; Video Designer-----:</b>		Phone -----:	
		Email -----:	
<b>Set Design &amp; Construction ---:</b>		Phone -----:	
		Email -----:	

**Equipment Needs (Stage) (Place an "X" in items needed or Indicate Number Needed if applicable)**

Flip Chart (\$15)		Screen (Small) (\$15)		Screen (LgMovie) (\$50/Show)		Digital Video Projector (\$50/Show)	
Lectern (\$10)		PA System w/1 Mic (\$25)		Overhead Projector (\$20)		Slide Projector (\$20)	
TV (\$20)		VCR (\$10)		Piano (\$30/day)		Piano Tuning (\$175)	

**Equipment Needs (Booth) (Place an "X" in items needed or Indicate Number Needed if applicable)**

<b>Lighting Equipment -----:</b>	Stage Lighting (\$75/Show)		Follow-Spot #1 (\$20/Show)		Follow-Spot #2 (\$10/Show)	
<b>Sound Equipment -----:</b>	Sound Board (\$25/Show)		Mics - Wireless (Hand) Qty-2 (Lapel) Qty-6 (All - \$30/Show)	#	Mics - Wired (Hand) Qty-2 (All - \$20/Show)	#
<b>Other Equipment -----:</b>	CD Player (\$5/Show)		Cassette Player (\$5/Show)		Tech-Headsets Qty-6 (All - \$30/Show)	#

**Costumes / Props / Set Construction Needs (Costs Negotiated) (Place an "X" in items of interest)**

Costumes		Props		Set-Construction	
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**Technical Assistance (Indicate Estimated Hours Needed)**

		HOURS
"REQUIRED" - Lighting Equipment Overview	\$30.00	1
"REQUIRED" - Sound Equipment Overview	\$30.00	1
		ESTIMATED HOURS
Lighting Tech (Hourly Charge)	\$30.00	
Sound Tech (Hourly Charge)	\$30.00	
RVP Labor for other show aspects (i.e. Front of House, backstage, etc.)	\$20.00	

**Please Send or email this Completed Form To:**

River Valley Players  
c/o Al Ikeler  
E3227 Ellen Lane  
Spring Green, WI 53588

email:  
al.rivervalleyplayers@gmail.com

Questions, Please contact Al Ikeler: 608-604-0483 or email: al.rivervalleyplayers@gmail.com

Initialed when approved & contract is sent

DATE:

**OTHER ITEMS**

RVP may have the ability to assist or point you in the right direction for other aspects of the show you are producing. Please answer the following questions to help us further understand your production, and indicate if any of the below listed items are things in which you are seeking assistance.

		Please Circle or Fill In The Appropriate Answer	
Have you produced this (or any similar) event before ?		YES	NO
Will you require an orchestra or musical ensemble for this event ?		YES	NO
Will you need stairs from the house (audience) up to the stage ?		YES	NO
What is the size of your cast ?		#	
How many people will be on stage during the event ?		#	
Generally, what are the ages of the participants/performers ?		#	
What is the duration of your event, from Start to End (including intermission) ?		_____Hrs	
Do you have any special security needs or concerns regarding your event ? If YES - Please describe		YES	NO
Video Recording -		YES	NO
If YES - Will You make your own arrangements or do you need assistance in this area ?		Make Own	Assist Needed
Audio Recording -		YES	NO
If YES - Will You make your own arrangements or will assistance be needed in this area ?		Make Own	Assist Needed
Will there be an intermission ?		YES	NO
Do you plan on selling food and drink at intermission ?		YES	NO
If YES - Will You make your own arrangements or or will assistance be needed in this area ?		Make Own	Assist Needed
Do you plan on selling Alcoholic Beverages (If Yes --- please be aware a temporary liquor permit is required by the Village of Spring Green)		YES	NO
Do you plan on selling merchandise (Souvenir programs, t-shirts, recordings, etc) ?		YES	NO
If YES - Will You make your own arrangements or will assistance be needed in this area ?		Make Own	Assist Needed
Will there be printed programs distributed to all show patrons ?		YES	NO
Will you allow the use of photographic equipment by the audience during the event ?		YES	NO
Will you allow the use of recording devices by the audience during the event ?		YES	NO
Is this event running in conjunction with any other events either at the theater in in the River Valley area ?		YES	NO
Are you expecting any VIP's attending the event who will have special needs ? If YES - Please describe:		YES	NO
Are you expecting any patrons attending that will require special needs and or seating requirements ? If YES - Please describe:		YES	NO
Is this event running in conjunction with any other events either at the theater in in the River Valley area ?		YES	NO
Do you plan on Advertising for this event ?		YES	NO
If YES - Will You make your own arrangements or will assistance be needed in this area ?		Make Own	Assist Needed
Do you plan on Selling Tickets for this event ?		YES	NO
If YES - Will You make your own arrangements or will assistance be needed in this area ?		Make Own	Assist Needed
What will your ticket prices be ?	Adult -----:		Student -----:
			Senior -----: