**TED MANN CONCERT HALL**

**REQUEST FOR SERVICES**

**University of Minnesota**

**Date Due:**

**Questions:** 612/626-9269

<table>
<thead>
<tr>
<th>Date(s) of event:</th>
<th>Event Title:</th>
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<td>__________________</td>
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<tr>
<th>Organization:</th>
<th>Concert; Lecture; Recording; Other__</th>
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<tr>
<th>Contact Person(s):</th>
<th>Beginning Time of Event:</th>
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<td>__________________</td>
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<tr>
<th>Billing address:</th>
<th>End Time of Event:</th>
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<tr>
<th>Email Address:</th>
<th>Estimated # of Participants:</th>
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<tr>
<th>Telephone number(s):</th>
<th>Estimated Audience:</th>
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**Tickets & Ushers:**

*NOTE: TMCH ushers are required for all events.*

- Will this event be ticketed? (__)Yes (__) No. If yes, ticketing services to be provided by: ___________________ Phone: ________________
- Will seating be (__) general admission or (__) reserved?
- Will there be programs for the event? (__)Yes (__) No. Other handouts/inserts? (please describe): ________________________
- Do you want leftover programs saved for you? (__)Yes (__) No. **Note:** Must be picked up immediately after event.
- Do you permit amateur photography? (__)Yes (__) No. Do you permit amateur video or audio recording? (__) Yes (__) No.
- Do you allow children to attend your event? (__)Yes (__) No. If yes, please check age range: (__) we welcome children over three years (__) other: ________________________

**Public Access:**

(____) we welcome children over three years (__) other: ________________________

- Open exterior lobby doors to public at: __________________ (traditionally one hour before start of event)
- Open auditorium at: __________________ (traditionally thirty minutes before start of event)
- Late seating: (__) continuous; (__) between pieces; (__) between movements; (__) at intermissions only; (__) none.
- Number of intermissions: __________________
- Length of intermissions: __________________

**Dressing Room Assignments and Signage:** please indicate the name(s) you would like posted on the dressing rooms

- Star Dressing Room #1: ___________________ Star Dressing Room #2: ___________________
- Women’s Group: ___________________ Men’s Group: ___________________ Green Room: ___________________
- Do you wish to restrict access to the backstage/dressing room areas? (__) Yes (__) No **Note:** requires two security staff @ $12.50 per hour.
- If yes, Date: ____________ Time period: ________________ AM/PM **Note:** TMCH is not responsible for lost or stolen items.

**Lobby:**

- If yes, Date: ____________ Time period: ________________ AM/PM **Note:** TMCH is not responsible for lost or stolen items.
- Number of 8’ tables required: ________________ Preferred date/time of set-up: ___________________
- Catering Company: ___________________ Contact person: ___________________ Phone number: ___________________
- Will alcohol be served? (__) Yes (__) No. **Note:** alcohol permit required; only licensed caterers permitted.
- Will you be selling merchandise? (__) Yes (__) No. If yes, items to be sold: __________________
- **TMCH must be notified at least five days before the event of any merchandise sales. A sales permit has to be pulled and posted at the event.**
- Number of 8’ tables required: ________________ **Reminder:** TMCH takes 20% commission on all merchandise sales.
- Would you like to engage police officers? (__) Yes (__) No. How many? ______ **Note:** Extra cost; Officers required for some events.

**Routing date:**

- Facilities Mgr.
- Aud. Serv. Mgr.
- Tech. Coor.
- Audio Tech.
- Public Relations
- School of Music
**TED MANN CONCERT HALL REQUEST FOR SERVICES (Staging)**

**Date(s) of event(s):** __________________________________________________________

**Organization:** __________________________________________________________________

**Contact for Technical Info:** _____________________________________________________ Phone: _________________________________

**Schedule:** (Note: all dates and times must be reserved with Facilities Manager prior to completing information below. Please keep TMCH staff meal breaks in mind when planning your schedule.)

(Circle One)

<table>
<thead>
<tr>
<th>Date</th>
<th>Access to Stage*</th>
<th>Access to Lobby</th>
<th>Event Start Time</th>
<th>Event End Time</th>
<th>Est. out of building time</th>
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<tbody>
<tr>
<td>Rehearsal / Perf / Event:</td>
<td>a.m./p.m.</td>
<td>a.m./p.m.</td>
<td>a.m./p.m.</td>
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*Stage Access includes Green Room and Dressing Rooms. Access to stage does not include lobby.

**Instrument/Equipment Requirements:** (Please consult Rate Sheet for applicable costs.)

Piano (9’ Grand; $125 fee): (___) none (___) one (___) two. (___) Harpsichord ($50-$100 fee, depending on instrument)

(____) Piano/Harpischord tuned before rehearsal[s] ($100 per tuning)

*Note: 2 hours (3 hours for 2 pianos) must be set aside for tuning prior to events. Please keep this in mind when scheduling rehearsals.

**Additional Requirements:**

- Number of: Chairs: _______ Music Stands: _______ Stand Lights: _______
- Choral Risers (3-step): _______ Choral Risers (4-step): _______ Platforms: _______

**Lighting Requirements:** (Hall use includes basic concert wash; additional needs will entail added charges.)

- Follow spots ($60 + staffing): (___) 0, (___) 1, or (___) 2. Lighting Designer: ______________________ Phone: ______________________

Will this event be ASL interpreted? (___) Yes (___) No.

**Audio/Visual Requirements:**

Is a PA system required? (___) Yes (___) No. If yes, please indicate equipment and quantity needed:

- _____ Vocal mics _____ Wireless LAV mics ($65 per) _____ Stage monitors _____ Instrument mics
- _____ Wireless handheld ($65 per) _____ CD playback _____ LCD Projector ($450 fee) _____ 14’ x 10’6” Projection screen ($50 fee)

If any video is presented, an operator must be supplied by the renter or staffed by Ted Mann.

Will there be any speaking on stage to the audience? (___) Yes (___) No

If there will be any speaking on stage to the audience, we strongly recommend using a talk mic. Last minute requests may not be granted.

Is the event to be recorded (Audio only; $150 fee) (___) Yes (___) No

**Delivery Drop-off/ Pick-up times** Note: TMCH is only open during scheduled events; pick-ups/deliveries must be arranged by appointment.

**Questions/Additional Requests:**

**Additional Ferguson Hall Rooms:** (Available on limited basis for additional charge—Facilities Manager must be consulted first)

<table>
<thead>
<tr>
<th>Room #</th>
<th>Date</th>
<th>Access Times (in and out)</th>
<th>Purpose (i.e. rehearsal, set-up, preshow, etc):</th>
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**For Office Use Only**

- Towers: _______ Mcurt: _______ Xseat: _______ Podium: _______ Monitors: _______
- DSLift: _______ T1curt: _______ Dflr: _______ TlkMic: _______ Mon Mixes: _______
- USLift: _______ T2curt: _______ InstMic: _______ Mix: House _____ Booth: _______
- Gdrase: _______ Curt: _______ _______ Wireless: _______ Recording: _______

**Notes:** ______________________________________________________________________

1/6/09