

# Amelia Center Theatre User Questionnaire – Due Three Weeks Prior to Event

Please read, sign, and return immediately to:

Technical Specialist  
GCCC Division of Visual and Performing Arts  
5230 West US 98  
Panama City, FL 32401  
e-mail: [thowsden@gulfcoast.edu](mailto:thowsden@gulfcoast.edu)  
Fax: (850) 873-3520

Please note: An event is not confirmed until it has been determined that technical needs can be met and event is approved by the division chair.

**ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN THE THEATRE OR IN THE SEATING AREA – THIS INCLUDES LUNCH BOXES AND UNOPENED CONTAINERS OF FOOD AND DRINKS AS WELL**

Name of your event: \_\_\_\_\_ at the Amelia Center Theatre (please use this name for facility in your publicity, fliers, signs, etc.)

**Time: Please tell us your time needs.**

- What is the time frame of your event\*
  - \_\_\_\_\_ (Time) Begins on \_\_\_\_\_ (Date)
  - \_\_\_\_\_ (Time) Ends on \_\_\_\_\_ (Date)
  - \_\_\_\_\_ Number of days

\* the actual public activity for which the theatre is being used, exclusive of any set-up or preparation time.
- What time will you need immediately before your event for setting up or preparing on-site displays, staging, or exhibits (additional time may be subject to additional charges).
  - \_\_\_\_\_ Number of hours
  - **NOTE: Once a time frame has been established during which you may have access to our facilities, no variance should be expected so as not to interfere with other scheduled activities or GCCC classes or to inconvenience your participants or audience. Please be specific in your request and **INFORM ALL PARTICIPANTS** that **NO ONE** may enter the space outside of those times. A technician must be present while the user sets up and takes down decorations, equipment, etc.**
- **NOTE: Removal of property after event.**

- Once your event concludes, it is essential that you remove all equipment, displays, staging, or exhibits you may have brought into our facility before leaving the premises.

## **Space: Please tell us your space requirements**

- What spaces in the Amelia Tapper Center for the Arts will your event use?
  - \_\_\_ The Amelia Center Theatre (stage and seating area)
  - \_\_\_ Dressing rooms backstage (2)
  - \_\_\_ Orchestra pit
  - \_\_\_ Ticket booth

- What amount of parking space do you anticipate your event to require?
  - 1-99 vehicles
  - 100-199 vehicles
  - More than 200 vehicles
  - Number of motor coaches/buses
  - **Note: For activities scheduled during the regular GCCC class-day, parking for large numbers of vehicles is, of course, severely limited and subject to certain parking restrictions which are enforced through ticketing. Green curbs are for faculty only. Ticketing is rigidly enforced for these spaces.**

## Equipment: Please let us know what equipment you need

- Which of the following equipment categories will your event require? **Note:** Use of some equipment may be subject to additional charges for equipment and/or staff.
  - Lighting
  - Sound
  - Rigging/stage curtains/masking
  - Rigging/stage drops brought by user
  - Piano (grand)
  - Intercom (headset communication)
  - Adaptive listening devices

## Lighting requirements (May require additional personnel)

- All use-contracts allow a "general illumination" set-up: even white light across the stage for the entire event. Does your event require additional lighting (as follows)?
  - Dimming or toggling (on/off) of stage lighting (Requires additional personnel)
  - Use of color media\* in stage lighting

\* The Amelia Center Theatre generally maintains a moderate inventory of the following colors (Roscolux):

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> #02 ( <i>Bastard amber</i> )     | <input type="checkbox"/> #12 ( <i>Straw</i> )         | <input type="checkbox"/> #27 ( <i>Medium red</i> )   | <input type="checkbox"/> #33 ( <i>No color pink</i> ) |
| <input type="checkbox"/> #47 ( <i>Light rose purple</i> ) | <input type="checkbox"/> #60 ( <i>No color blue</i> ) | <input type="checkbox"/> #80 ( <i>Primary blue</i> ) | <input type="checkbox"/> #91 ( <i>Primary green</i> ) |

- Use of follow spotlight(s) (Requires additional personnel)
- Use of an alternate hanging plot (user must provide a clearly-drawn standard light plot a minimum of 60 days prior to the event)
- Use of the pre-programmable lighting cue system

## Sound requirements (May require additional personnel)

- All use-contracts allow a "general public-address" set-up: use of up to three general purpose (Shure SM 57/58) microphones at a single-volume setting. Does your event require additional sound (as follows)?

- \_\_\_ Use of additional general-purpose microphones  
Quantity \_\_\_
- \_\_\_ Use of wireless microphones (handheld only – no lavaliers or other wireless mics available)  
Quantity \_\_\_
- \_\_\_ Use of specialized-use microphones (area-floor/suspended, condensers, pressure-zone, large-diaphragm)
- \_\_\_ Use of playback equipment\* (audio cassette, Minidisk, DAT, or CD available by advance arrangement) Use of cassette tapes is discouraged due to sound quality.
- \_\_\_ Use of on-stage monitors or fold-back system
- \_\_\_ "Mixing" of sound\* (dynamic use of control console for continuous monitoring and alteration of relative levels of individual microphones or sound sources during the event.)

## **Staging/rigging requirements:**

- All use-contracts allow use of the existing podium, up to a dozen chairs on-stage, and a normal hanging plot consisting of the main drape (blue), three legs (black), three borders (black), the mid-stage traveler (black), and the cyclorama (white). Does your event require additional staging or use of the rigging system\*?
  - \_\_\_ Use of grand piano
  - \_\_\_ Use of chairs on-stage  
Quantity \_\_\_
  - \_\_\_ Use of tables, lecterns, pianos, risers, or other furnishings  
Quantity \_\_\_
  - \_\_\_ Use of rigging system to "fly"/hang drops, banners, curtains, etc.

\* User must have secured approval by the Technical Specialist of floor plans, hanging plots, stage diagrams, and any special equipment to be brought in by the User, at least three weeks prior to the event.

## Personnel: Please identify your staffing needs

- House personnel (personnel assigned to duties relating to audience relations and functions "out front" of the stage)
  - \_\_\_ House Manager\*: all events are required to have a GCCC staff house manager on duty at all times. Their duty is to manage the audience, oversee the public areas and coordinate with the box office staff, security, and the technical staff.
  - \_\_\_ Box Office: required if tickets are to be sold "at the door" for the event. Must use the Box Office. **Personnel must be provided by the User.** Reports to the House Manager. They must report to the House Manager and open the Box Office AT LEAST an hour and a half BEFORE the scheduled start of the event.
  - \_\_\_ Ushers: **strongly suggested** if a crowd of more than 200 is expected, or if programs or tickets must be handled. **Personnel must be provided by the User.** Their duty is to seat the audience, distribute programs, and inform the house manager of questions or problems relating to the audience. They report to the House Manager. They must report to the House Manager AT LEAST an hour BEFORE the scheduled start of the event.
- Technical/production personnel (personnel assigned to set-up/operation of technical systems)
  - \_\_\_ Technical Specialist\*: required for all use of the facility. His/her duty is to supervise set-up and to assure the safe and proper operation of technical equipment.
  - \_\_\_ Technical Assistants\*: required if more than one equipment area is used (sound, lights, rigging, etc.). Their duty is to safely and correctly operate the technical systems to which they are assigned. They report to the Technical Specialist.

\*\* **All time worked will be billed at the established rates.** Please caution your participants to get proper authorization before requesting additional duties of technical personnel.

### IMPORTANT INFORMATION:

Use of the following are not allowed:  
event, check here: \_\_\_\_\_

- Glitter
- Fire or flame
- Live plants, food, drinks
- Pyrotechnics or weapons

If news media is expected at

- Caustic or noxious chemicals  
**No Tape on Stage Floor**

Please sign and date below:

Name (Print): \_\_\_\_\_ for (organization): \_\_\_\_\_ GCCC  
Contact: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Due 3 weeks prior to event)

Approved/Date: \_\_\_\_\_ Technical Specialist