

Due Date _____
(At least 4 weeks prior to event.)

TECHNICAL REQUIREMENTS FORM Modlin Center for the Arts

Organization			
Name of Event			
Location	<input type="checkbox"/> Camp Concert Hall <input type="checkbox"/> Cousins Studio Theatre <input type="checkbox"/> Alice Jepson Theatre		
Anticipated Attendance			
Date of Event			
Access time		Notes:	
Event start time		Total length of program (with or without intermission)	
Rehearsal/Soundcheck Time(s)	AM	to	PM
	AM	to	PM
Event Contact Person		Email/Phone	
Camera Policy		Late Seating	
Technical Requests	X if Yes	Additional Information	
Microphones		# of wired mics with stands: # of wireless hand held: # of clip-on or over-ear lavalier: Additional Notes:	
Lectern with mic			
Video Projector (laptop included)		<i>Note: If using our laptop, please provide files on flash drive or by email in advance of the event. If not provided in advance, we cannot guarantee that the video or PowerPoint will work on our equipment.</i>	
DVD Projection		<i>Note: Please provide DVD at least 3 days in advance of the event to ensure compatibility with our equipment. Presenter is responsible for obtaining public rights to screen film, as well as screening for skips or scratches on DVD.</i>	
Other Audio			
Lighting (other than basic stage wash)			
*Follow spotlights, 1 or 2 (Requires 1 crew per spotlight, charged to presenter)			
*Piano (rental & tuning costs charged to presenter)			
*Marley dance floor			

Ticketed Event?	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, charges for Box Office services will apply. Submit a Ticketing Services Form to the Box Office.
Modlin Center Box Office is: <input type="checkbox"/> <u>Printing my tickets & I have reserved the Lobby and a table to sell them at the door (confirm lobby table below)</u>		
<input type="checkbox"/> Selling my tickets		
Reserved Seating?	<input type="checkbox"/> Y <input type="checkbox"/> N	If seating is general admission but certain sections need to be reserved for VIP guests, please indicate # of seats to be reserved and in which section:
Dressing Rooms?	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, please provide any details:
*Lobby Tables (includes drape/skirting)	<input type="checkbox"/> Y <input type="checkbox"/> N	# of tables needed (up to two provided free of charge): # of chairs needed: If more tables/chairs are needed, additional charges apply at \$25/set (maximum 5 tables available).
Easels	<input type="checkbox"/> Y <input type="checkbox"/> N	# of easels needed (up to four):
*Liability Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N	If off-campus user, please attach your certificate of Liability Insurance. This can be purchased through Tulip: events.richmond.edu . If you do not provide this at least 2 weeks in advance of the event, the Modlin Center reserves the right to cancel.
*Catering	<input type="checkbox"/> Y <input type="checkbox"/> N	If you choose not to use Campus Dining Services, you must complete a Food Waiver form: events.richmond.edu . Contact the Events Office at 289.8585 for more information and menu pricing.
*Merchandise	<input type="checkbox"/> Y <input type="checkbox"/> N	If you choose to sell merchandise, Modlin Center charges a commission on gross sales. If we provide a seller, commission is 25% of gross sales. If we do not provide a seller, it is 20% of gross sales.
*Ushers	<input type="checkbox"/> Y <input type="checkbox"/> N	If presenter supplies or supplements with volunteer ushers, please email names of at least four volunteers to modlinrentals@richmond.edu two weeks in advance of the event.
Programs	<input type="checkbox"/> Y <input type="checkbox"/> N	If providing programs, please deliver these to the house manager at least 1.5 hours prior to the event.
Parking	<input type="checkbox"/> Y <input type="checkbox"/> N	Parking is free but please indicate if you will need to reserve special spots for VIP or Guests or if you plan to provide directional signage.
Staging needs?	If you have any other technical information regarding the event, such as specific stage layouts, lighting, scripts, cues, scenery, and drawings please attach those to this sheet. If you are bringing in an outside performer or speaker, we must review contract riders before we issue a rental contract. Additionally, let us know if you plan to host a book signing, panel discussion, audience Q&A, etc.	

*Denotes extra cost may be incurred for these items.

Revised 12/2014

Please return completed form to:

Modlin Center for the Arts
Attn: Operations Manager

Phone: (804) 287.6601 or Email: modlinrentals@richmond.edu