



Production Support Request

When complete, email to
 Tom Daily (Music)
 760-744-1150 x2327
tdaily@palomar.edu

or Tony Cucuzzella
 (Dance and Theatre)
acucuzzella@palomar.edu
 760-744-1150, x3323

Event Information

Name of Production or Performance: _____
Short description: _____
Type of performance or event: <input type="checkbox"/> Play <input type="checkbox"/> Concert <input type="checkbox"/> Dance <input type="checkbox"/> Other: _____
Size of Ensemble (including any guest artist): _____
Performance Venue: <input type="checkbox"/> Howard Brubeck Theatre <input type="checkbox"/> D-10 <input type="checkbox"/> Other on-campus: _____ <input type="checkbox"/> Studio Theatre <input type="checkbox"/> PAC Courtyard <input type="checkbox"/> Off-campus: _____

Requested Date(s) and Time(s) for rehearsals, tech, and performances.

Type (Reh, Tech, Dress, Perf)	Day of Week	Date or Range of Dates	Arrival	Event Begin	Event End	Departure



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Contact Information If this event is in collaboration with another ensemble or class, please provide their information as well.

Ensemble/Class Name	Collaborating Ensemble/Class Name
Show Producer/Ensemble Director Name	Co-Producer/Ensemble Director Name
Position/Title	Position/Title
Phone	Phone
Email	Email

Front of House Information

Intermission
 No intermission. Yes, there will be an intermission.
 Intermission Duration: _____ (standard is 15 minutes)

Preshow Chat: Yes No Act I Duration: _____ Act II Duration: _____

Additional Front of House Notes:

Ticketing

Admission
 This is a free event. Donations will be requested.

Paid Event
 Season standard ticket pricing.
 Non-Standard pricing (please list request and justification)

Complimentary Tickets or Special Offers
 Non-Standard comps or offers (please list request and justification)



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Publicity The deadline for all printed publicity materials is *6 weeks prior* to first performance. Program information is due *3 weeks prior* to first performance.

Posters quant. _____ Rave Cards quant _____

Please Direct all Publicity related questions & materials to Carl Thompson. CThompson2@palomar.edu x3997

Information and Equipment All technical and equipment needs must be discussed with the Tom Daily or Tony Cucuzzella, as appropriate.

Use of Palomar music equipment, such as a keyboard or percussion equipment, also requires submission of Music Equipment List for Production form found at <https://www.palomar.edu/palomarperforms/wp-content/uploads/sites/119/2022/04/Music-Equipment-List-for-Production-0422.pdf>

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Sound Playback or Reinforcement | <input type="checkbox"/> Stage Lighting | <input type="checkbox"/> Choral Risers | <input type="checkbox"/> Directors Mic |
| <input type="checkbox"/> Archival Recording | <input type="checkbox"/> Piano | <input type="checkbox"/> Music Stands # _____ | <input type="checkbox"/> Orc. Risers |
| <input type="checkbox"/> Projections - due 2 weeks before performance | <input type="checkbox"/> Specialized Scenery | <input type="checkbox"/> Chairs # _____ | <input type="checkbox"/> Orchestra Shells |

Please describe any additional tech or equipment needs (provide a stage layout diagram where applicable):

Contracts for additional personnel (guest artists, designers, etc.)

Are additional contracts required for this event?

Yes (please list below.) No

Notes: All contract requests are due in 6 weeks prior to event

Please contact Heather Murray for any contract questions. hmurray@palomar.edu

Full Name	Function	Amount