

Capitol Theatre Event Preparation Form

Date of Event: _____

Point Person: _____

Theatre(s): _____

Point Person Contact: _____

Event Title: _____

Start Time of Event: _____

Presenter/Organization: _____

Event Schedule

Rehearsal Dates/Times (if needed): _____

For multi-day bookings, please provide arrival and departure times in a separate list.

Arrival/Access Time: _____

Set Up Schedule: _____

Set Up Duration: _____ Event Start Time: _____

Duration of Event: _____ Load Out Time: _____

Booking Completion: _____

Notes:

- Theatre Access will be granted at the booked arrival time – not the arrival of the renters.
- 1 hour minimum set up is required prior to rehearsal or public seating. Additional time may be required (at the discretion of the Capitol Technical Director).
- Public access to the Theatre Lobby begins 1 hour prior to Event Start Time.
- Public seating in the Theatre begins 30 minutes prior to the Event Start Time.

Front of House/Audience Services

Seating Will Be:

☐ General Admission ☐ Assigned Seating ☐ Other:

Lobby Set Up: The main lobby is pre-set with 2 skirted tables. Please specify any other requests below.
(Note: up to 5 easels and 1 additional table can be made available for your event. Placement at the discretion of the Front of House Manager).

Additional Lobby Requests:

Programs

- ☐ Programs will be handed out by Capitol Ushers (1 per person), or:
- ☐ Handed out by Capitol Ushers (1 per family- programs are limited).
- ☐ No programs needed for our event.

Tickets (*Please confirm estimated attendance with the Front of House Manager upon arrival on the day of your event.)

- ☐ Tickets will be collected at the door by Capitol Ushers, or:
- ☐ No tickets are required for the event (estimated attendance is _____)
- ☐ Other:

Intermission will be the standard duration of 20 minutes, or:

- ☐ No intermission
- ☐ Other duration: _____

Theatre Policies

Refreshment Bar: 1-2 bars will be open based on the location of the event and attendance. All bars are staffed and supplied by the Capitol Theatre. Bar revenue helps sustain the Capitol Theatre. Cash bar only (cash, debit and credit are accepted). The bar may only be closed for family focused events or for religious/cultural requests. Please indicate if you would like the bar to be closed:

Photo Policy: NO recording or photography permitted in the theatre. Authorized personnel and media must wear a media pass while taking photos/videos. Please indicate below if you would like an adjustment to this policy. Unless an adjustment to this policy has been communicated in writing, theatre staff and volunteers will enforce the standard no recording or photography rules:

Backstage Guest Policy: NO guests are permitted backstage without the authorization of the Capitol Theatre. Authorized guests must be accompanied by a representative of the Presenter/Organization. Please indicate below if you would like an adjustment to this policy:

Security/ Stage Door Access: The Presenter/Organization is responsible for the security of the backstage area and stage door. Presenters must appoint a representative to be stationed at the Stage Door Security Booth if external theatre access is needed. Door will be locked upon designated access time. Please have a list of authorized personnel available to your Security Representative. Please indicate below if you have other security arrangements- upon approval of Theatre Manager or Technical Director.

Technical Information

Technical Contact Name: _____ Phone/Email: _____

Depending on the complexity of the performance, you might require additional staff at an hourly rate of \$45/person, or a reduced crew, to be determined by The Capitol Technical Director upon confirmation of event details. Standard Labor Required (4 crew minimum) includes: audio technician, lighting technician, and 2 crew (who may be booked as fly, stagehand, audio assistant, video, etc.).

Event Type

- ☐ Musical ☐ Concert ☐ Other: _____
☐ Rock band ☐ Dance Show _____

Audio Requirements

Do you require microphones? ☐ YES ☐ NO If yes, how many: _____

Will other music, etc. be incorporated into your show? _____

Do you require audio monitors for performers? ☐ YES ☐ NO If yes, how many: _____

Do you require "house music"? Please provide Spotify playlist for specific requests _____

Are playback tracks required? (*If yes, audio must be provided 7 days in advance (Email, WeTransfer, Google Drive, etc.) ☐ YES ☐ NO

Equipment you will be providing *If audio or lighting queues are required, please provide a script with detailed notes 3 days before your event.

Additional Technical Requirements *List equipment you will need (note, some items are available for an additional cost- e.g. Projector rental starts at \$300/day)

Video/Projection Requirements *Please describe video (duration and format). Please indicate if your video requires audio.

Special Stage Requests *Are there any unique aspects to your event that the theatre should be aware of (alterations to stage or aisles, confetti/streamer canons, real glass used on stage, open flame, live animals in performance...) Are pyrotechnics required? Please describe below. **Mandatory 3 months minimum notice to Theatre.**

Joy Reception- Event Preparation Form

Please only fill this page if you are using the Joy Reception Space before, after or during your event.
Additional charges may apply.

Reception Description (i.e. cast party, afterglow, birthday, meeting, seminar, etc.)

Room Set Up:

Banquet Tables # _____ Round Tables # _____ Tablecloths # _____

Food Description (if applicable): _____

Outside Caterer (if applicable) Name: _____

Contact Number: _____ Access Time: _____

**Note- food items must be supplied by a licensed caterer or are pre-packaged. Food made at home may not be served to the public. Food items may not compete with items served at the Theatre Bar (water, pop, chips, chocolate bars or alcohol).*

Do you require special production equipment or set up?

- | | | |
|-------------------------------------|--------------------------------|---------------------------------------|
| ☐ Podium | ☐ Music | ☐ Other: _____ |
| ☐ Microphone | ☐ Video | |

Reception Bar:

- ☐ Open Bar (billed to presenter at per drink rates)
- ☐ Cash bar (guests purchase drinks directly; cash, debit and credit accepted)
- ☐ Coffee/Tea Station (\$100 + \$10/refill)

Reception Special Requests and Additional Information:

Marketing

Event or company website: _____

Event type (performance, film, etc.): _____

Please provide a brief description of your event for marketing purposes (1-2 sentences).

Posters

- ☐ Please print my poster- must send 30" w x 60" h image – pdf format. (\$55 Standard, \$40 Community)
- ☐ I will drop off a poster to be hung in the outdoor Capitol poster boxes no later than 3 weeks prior to the event (no charge)

Please see the *Capitol Marketing Package* to include your event on the Capitol Website, social media, or event listings.

Box Office

- ☐ Tickets will be sold through the Opt-In Box Office at the Capitol Theatre (additional fees will apply. Box Office Form must be signed and submitted for Ticket System Set-up).
- ☐ The Presenter/Organization will provide their own ticket solution.

Ticket Information

Ticket prices: _____

Buy in person at: _____

Buy online at: _____

Buy over the phone at: _____

Will tickets be available at the door? (Subject to availability): ☐ Yes ☐ No

Website graphics: Please note- graphics on website must be 760 X 450 pixels in png format. We recommend using limited/no text on the web graphic for optimum appearance. Please ask for further assistance if needed. Failure to meet these standards may result in your image not being used.

Submit completed Event Details Form no later than 30 days before scheduled event. Failure to do so may result in insufficient crew or volunteer staffing, or additional fees because of increased staff time.

Please notify the Capitol Theatre staff of any changes in the submitted information immediately upon confirmation to ensure necessary communication and success of your event.