

CHECKLIST / QUESTIONNAIRE

Downloadable PDF

ORGANIZATION NAME: _____

PERFORMANCE NAME: _____

In order to complete your rental contract for the **Colony Theatre**, it is necessary to provide us with information regarding your presentation, please read and complete the following, then fax or mail to:

**Bruce Condi
Colony Theater
1040 Lincoln Road
Miami Beach FL, 33139
305-674-1040 X 2 / Fax 305-535-1353**

LIGHTING

1. Are you bringing in additional lighting/effects equipment? Yes___ No___
If yes, please list: _____

2. Are you planning to hang a new light plot? Yes___ No___
*Please consult with venue **Production Manager, Elizabeth Lang**,
regarding existing house plot*

3. Will you be using follow spots? Yes___ No___
See venue rider/contract for availability and rental rates.

4. Contact name and phone number of person in charge of your company's lighting:

Name Telephone #

SOUND

1. Will you be bringing in additional sound equipment Yes___ No___
Including musical instruments.
If yes, please list: _____

2. Please describe your microphone needs
Include audience, instrument, emcee or off-stage announcements

3. Will you be using wireless lavalier or hand-held microphones? Yes___ No___
See venue rider/contract for wireless availability and rental rates.

4. Will you be using a tape player? _____ CD Player _____ mini disk _____

5. Will you be using the **venue's** Piano? Yes___ No___
Indicate piano placement: _____ On-stage _____ Pit in front of stage
See venue rider/contract for piano availability and rental rates.

6. Contact name and phone number of person in charge of your company's sound:

Name Telephone #

SCENERY

1. Will you need to hang scenery over the stage? Yes___ No___
2. Will you have freestanding scenery? Yes___ No___
*Please note the **venues** do not permit screws or fasteners on the theatre floor*

PROJECTION

1. Will you be using film as part of your event? Yes___ No___
16mm___ 35mm___ video___
2. What aspect ratio is the film?
3. What will your film be on? Core___ Reels___ Pre-Made___
4. Is there any special equipment used for presenting your film? If yes, please describe:
Synch Sound, Digital Sound, Panoramic Lens or Other
5. How and when will your film arrive to the theatre?
6. Will you require video projectors: Yes___ No___
See venue rider/contract for projector availability and rental rates.
Venue does not have playback decks (VHS, Beta, DVD). Please provide your own.

MISCELLANEOUS

1. Will you need to use the **Venue's** Marle Floor? Yes___ No___
Dance Floor Rental:
See venue rider/contract for marle availability and rental rates.
(Please provide 3 rolls Black Gaffe tape)
2. What is the duration of your show? _____
Is there an intermission? Yes___ No___
Times of: Act I _____ Act II _____ Act III _____

Please check (√) the following:

- Have you read and understood policies regarding booking procedure, rules, guidelines and payments?
- Have you read and understood policies of receiving and returning contracts?
- Have you submitted a signed copy of your IRS Form 990, certificate of Insurance?
- Spoken with venue Production Manager regarding technical requirements and estimates?
- Spoken with venue Box Office manager regarding ticketing?
- Returned contract to Office of SMG signed with deposit?
- Forwarded Marquee verbiage in writing to Event Manager?

Please note: Venue's require you to hire their House Sound, Electrical, Fly and Deck technicians. Other Technical Staff hired on "as needed" basis.

Lessee agrees to the terms and conditions of this Checklist

Lessee: _____ **DATE:** _____