



Intake for Theatrical Performance

[Click here to see stage layout and dimensions](#)

Contact & Phone _____

Show Name _____

Price for tickets _____

Ticket link _____

Load in- day and time _____

Doors open _____

Performance- day and time _____

Strike time _____

Load out- day and time _____

****Any set pieces must be struck after every rehearsal, during the performance sets may be left up depending on availability****

****If several dates are being requested for rehearsals and performance please specify dates and times in the Notes & special request section below.****

Audio and instrument needs

_____ Microphone (2 SM58, 1 Condenser Mics, 3 cordless)

_____ 2 Harbinger 12" monitors

_____ Use of Hamilton Upright Piano

Visual needs- additional cost

_____ Stage Lights

_____ Projector & screed- \$50

_____ Will you need sound with the projector

_____ Sound Technician- \$40 an hour

_____ Use of smoke machines- \$25

_____ 2 Standing easels & 2 table top easels

_____ White board & Cork board

_____ 2 backdrop stands with several back drop options.

A Church Staff

Sound and Light Operator \$40 hourly _____

Bartender \$40 hourly _____

Busser \$25 hourly _____

Housekeeping \$35 hourly _____

Concessions

- ☐ Please supply concessions for our event.
- ☐ We will provide our own concessions.
- ☐ Popcorn machine \$25 & popcorn \$3 per bag

Advertising needs

- ☐ This is a private event
- ☐ This is a public event. Please send A Church (achurchsalida@gmail.com) your ticket link and a digital flyer to share on our calendar and social media .
- *It is advisable to contact Khen for additional interviews and/or in studio performance
- <https://www.khen.org/contact>

Notes and special requests: