



Jean and Paul Amos Performance Studio

Today's Date: Request Services Questions: 850-484-1230 Eric Fundin, Director 850-471-4503 Marc Petersen, PT Director

Event Title: Date of Event*: Organization: Concert/Performance Seminar Sound Stage Use Other Contact Person(s): *Beginning Time of Event: Billing address: End Time of Event: *Please designate rehearsal times/dates on next page. Email Address: Estimated # of Participants: Phone number(s): Estimated # Audience:

Tickets & Ushers: A paid house manager is required for all events.

Will tickets be sold for this event? Yes No. If yes, will seating be general admission or reserved? Contact phone # for tickets: Will there be programs for the event? Yes No. Other handouts or inserts? (please describe) Do you want leftover programs saved? Yes No. Note: Must be picked up immediately after event. Do you permit amateur photography? Yes No. Video or audio recording? Yes No.

Public Access:

Open lobby doors to public at: Open studio to public at: Late seating: continuous; between pieces; at intermissions only; none. Number of intermissions: Length of intermissions:

Dressing/Green Room: Amos Studio is not responsible for lost or stolen items.

Will you be using the Amos green room? Yes No # of people in green room: If yes, date: time period: AM/PM

Lobby/Red Room:

Will you be using the lobby (other than for guests arriving)? Yes No If yes, for what purpose: # of 6' rectangle tables required # of chairs required Please describe lobby setup: Will you be using the studio breakout room (red room)? Yes No If yes, for what purpose: # of round tables required # of 6' rectangle tables required # of chairs required Other information about breakout room setup:

Will you be selling merchandise? Yes No. *If yes, items to be sold:

*Prior approval from the PSC board is required to sell merchandise.



Jean and Paul Amos Performance Studio Staging

Event Title: _____ Date(s) of studio use: _____
 Organization: _____
 Your Contact for Technical Info: _____ Phone: _____
 Lighting Designer Contact: _____ Phone: _____

Schedule:

<i>(Circle One)</i>	Date	Access to Studio*	Event Start	Event End	Other Info
Rehearsal / Perf. _____	_____	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____
Rehearsal / Perf. _____	_____	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____
Rehearsal / Perf. _____	_____	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____
Rehearsal / Perf. _____	_____	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____

*Studio Access includes Green Room and Dressing Rooms

Stage:

Will you need a stage? ___ Yes ___ No. Will you be bringing/constructing your own stage? ___ Yes ___ No.

If not, please describe stage needs below. Price will be determined based on the complexity of stage.

Lighting Requirements: Must meet with lighting director.

Studio includes basic illumination; all additional needs entail added charges.

Follow spots needed: ___ 1 or ___ 2. Please explain lighting needs below.

Audio/Visual Requirements:

Is sound reinforcement required? ___ Yes ___ No.

If yes, please indicate equipment and **quantity** needed below.

___ Vocal mics (over ear) ___ Wireless Lav mics ___ Wireless handheld ___ Instrument mics ___ Drop mics
 ___ Stage monitors ___ Microphone stands ___ 6k Lumen Projector/Screen

Describe your additional A/V requirements:

Instrument Requirements

Piano: ___ one ___ two ***Note:** Amos has one concert grand piano in-house. (\$75 tuning charge)

Describe your additional requirements:

Television Production: Must meet with producer/director.

Do you want this event videotaped? ___ Yes ___ No.

Additional costs for personnel, production, and post production. Separate estimate will be provided.

Additional Requests or other information not listed on form:



Jean and Paul Amos Performance Studio

Office Use Only

Routing date _____: _____ Engineering _____ Production _____ Ushers

Contract fee: _____ Deposit: _____ Date Deposit received: _____

Certificate of Liability Ins. received: _____ Final bill sent: _____

Business Office Notes:

Thank you for your interest in using the Amos Studio for your event. Facility use/rental is subject to Florida sales tax. If you are exempt from Florida sales tax, you must provide a copy of a current Florida sales tax exemption certificate to WSRE at the time your contract is signed.

I agree that the information listed on this form adequately details the requirements for my event(s), and I have received a copy of the studio rules and regulations.

Signature

Date

Printed Name