

MOUNTAIN VIEW CENTER FOR THE PERFORMING ARTS
AUDIENCE SERVICES WORKSHEET

Licensee: _____

Arrangement: _____

Arrangement Date: _____

Licensee Contact Name: _____

Phone No.: (_____) _____ - _____

Fax No.: (_____) _____ - _____

Questions about this form? Please contact the Audience Services Manager at (650) 903-6568, fax (650) 962-9900 or email at Liz.nelson@mountainview.gov

Printed Programs

Will you be supplying a program? Yes No If Yes, will it need stuffing/assembling? Yes No
Please see page 2 of the Audience Services Booklet for program delivery information

Lobby Setup and Equipment

Do you plan to use the information bar? Yes No
Do you plan to use the Velcro-attach display board? Yes No
Do you plan to use display easels? Yes No If yes, how many? _____

Merchandise Sales

Do you plan to offer a silent auction or raffle? Yes No
If you plan to sell merchandise at the performance, please:
Describe your merchandise _____
Indicate if you will need sales assistance from Center usher staff (subject to availability)? Yes No
If yes, how many Center usher staff members are being requested? _____

Estimated Running Times

Act I: _____ Intermission: _____ Act II: _____ Intermission II: _____ Act III: _____

Latecomer Seating

What is the latecomer hold time for Act I: _____ For Act II: _____ For Act III: _____
Please describe any other special latecomer seating requirements (e.g., seat between songs, etc.):

Special Audience Notes:

Will performers be entering/exiting through the House? Yes No
If yes, describe location and timing _____
Will the performance use any special effects? Smoke/Haze Strobe Gunshot Other _____

Photography and Recording:

Will you allow patrons to: Audio Record Video Record Photograph No Recording of Any Kind
Will you as the Licensee (or your agent) do any of the following?:
: Audio Record Video Record Photograph No Recording of Any Kind

Pre/Post Performance Activities:

Receptions: If you plan to have a reception other than those listed below, we **MUST HAVE** an approved Reception Request Form.
Other Activities: Pre/Post show talk Autograph signing Other : _____