



# Production Support Request

Questions about how to complete this form?  
 Call or email  
 Lorrena Harvey:  
 760-744-1150 x2567  
 LHarvey@palomar.edu

## Event Information

Name of Production or Performance:
Short description:
Type of performance or event: Play                  Concert                  Dance                  Other:
Size of Ensemble (including any guest artist):
Performance Venue: Howard Brubeck Theatre                  D-10                  Other on-campus: _____ Studio Theatre                  PAC Courtyard                  Off-campus: _____

## Requested Date(s) and Time(s) for rehearsals, tech, and performances.

Type (Reh, Tech, Dress, Perf)	Day of Week	Date or Range of Dates	Arrival	Event Begin	Event End	Departure





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**Publicity** The deadline for all printed publicity materials is *6 weeks prior* to first performance. Program information is due *3 weeks prior* to first performance.

Posters quant

Rave Cards quant

Please Direct all Publicity related questions & materials to Carl Thompson. CThompson2@palomar.edu x3997

**Information and Equipment** All technical and equipment needs must be discussed with the Technical Coordinator.

Sound Playback or Reinforcement

Stage Lighting

Choral Risers

Directors Mic

Archival Recording

Piano

Music Stands #

Stage Risers

Projections

Specialized Scenery

Music Stands #

Orchestra Shells

Please describe any additional tech or equipment needs (provide a layout diagram where applicable):

## Contracts for additional personnel (guest artists, designers, etc.)

Are additional contracts required for this event? All contracts requests are due in 6 weeks prior to event

Yes (please list below.)

No

*Note: A request for contract form must be completed for each individual and is due 3 weeks before the start of work.*

Full Name	Function	Amount

\*Continue on back of sheet if necessary