



Event Information Form

Please fill in each section accordingly. The Events Office will not accept forms that are not complete.

If you have any questions on specifications, please contact:

Nathalie Brenner, Events Manager at (305) 348-0496 or wpac@fiu.edu.

I. General Event Information

Name of Event/Production: _____

Performance Space (Please select one):

- Wertheim Concert Hall
- Main Stage Theatre
- Instrumental Hall
- Recital Hall
- Black Box Studio Theatre
- VH Dance Studio

Date(s):

Hours Requesting Space:

Start time of Rental: _____ End time of Rental: _____

Please allot one hour for set-up and one hour for breakdown of event

II. APPROXIMATE LENGTH OF PROGRAM INCLUDING INTERMISSION:

First Half: _____ Intermission: _____ Second Half: _____

Start time of event: _____ End time of event: _____

III. How will tickets be distributed?

This event will be (Check only one):

- For public sale
- By invitation only
- Free
- For public sale and invitation only



DESCRIPTION OF EVENT:

Please include program information in detail (i.e. conductor, artist(s), repertoire/work, timings, etc.) as this information will be provided to the general public. Please attach additional pages if necessary.



LIGHTING – Do you need any special lighting? If so, please detail below.

SOUND-Will you need any special sound equipment?

1. Please describe your microphone needs: announcer microphone, stands, etc.
2. Will you be using audio playback? Please detail if you will be using a CD, IPOD, etc.
3. Will you be requiring the use of our projection system? If so, please detail below the laptop being provided and in which program the presentation is formatted in.



Will you be utilizing a piano? If so, please specify which one. *Note:* Piano will be tuned prior to first rehearsal/performance. Not applicable to Blackbox and Mainstage spaces

- Steinway 9ft. Concert Grand
- Steinway 7ft. Baby Grand

ADDITIONAL EQUIPMENT

Please note if you will be using any of the following:

- Chairs on stage, Amount: _____
- Music stands on stage, Amount: _____
- Tables with linens, Amount: _____
- Presenter's podium

Will you be providing your own insurance? Yes/No

If so, please attach the certificate of liability when submitting this form.

Please note that all events must be insured through the organization or through Florida International University.

Is your organization tax exempt? Yes/No

If so, please attach the certificate of tax exemption when submitting this form.



PRESENTER/ ORGANIZATION CONTACT INFORMATION:

CONTRACTING ORGANIZATION

Organization

Name

Phone (Business)

Phone (mobile)

Email

PRODUCTION/TECHNICAL CONTACT

Organization

Name

Phone (Business)

Phone (mobile)

Email

TICKETING/BOX OFFICE CONTACT

Organization

Name

Phone (Business)

Phone (mobile)

Email

SPECIAL EVENT/RECEPTION CONTACT (IF APPLICABLE)

Organization

Name

Phone (Business)

Phone (mobile)

Email