

**Marblehead Little Theatre**  
**FIREHOUSE TECHNICAL REQUIREMENTS FORM**

**EVENT INFORMATION**

Presenter: \_\_\_\_\_

Date(s): \_\_\_\_\_

Title (as publicized): \_\_\_\_\_

Description of Event: \_\_\_\_\_ #of performers: \_\_\_\_\_

Will this event be ticketed?: YES / NO    Type: GENERAL / RESERVED

Ticket Prices: \_\_\_\_\_

Times: Arrival \_\_\_\_\_ Event Start \_\_\_\_\_ Event End \_\_\_\_\_ Time Out \_\_\_\_\_

Program: Program Length \_\_\_\_\_ Intermission (Quantity and Length) \_\_\_\_\_

Pre-Show: Is there a pre-show event? YES / NO    Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Doors will open one half hour prior to the advertised start of the event.  
Pre-show event must be concluded at this time.**

Late Seating Instructions:    (Please include timings)

    First Late Seating: \_\_\_\_\_

Second Late Seating: \_\_\_\_\_

    Post-Intermission: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Programs:                      Will there be programs for your event? YES / NO    Delivery time: \_\_\_\_\_

The MLT boilerplate must be included in the program.

## CONTACT INFORMATION

**Presenting Organization:** \_\_\_\_\_

**Main Production Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Website Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

	Name	Phone and/or Cell #	Email
Primary Contact (day of show)			
Stage Manager			
Lighting Designer			
Sound Supplier			
Audio Visual Supplier			
Rental Equipment Supplier			
Other important contacts			
Other important contacts			

Will your event be recorded?    YES / NO                      If yes, what format?    AUDIO / VIDEO / BOTH

Will there be a reception?    YES / NO                      If so, where?

Will alcohol be served?    YES / NO

\_\_\_\_\_

Will merchandise be sold?    YES / NO