



Jean and Paul Amos Performance Studio
Request for Services
FAX 850-484-1268

Today's Date: Questions: 850-484-1230 Eric Fundin, Director
850-471-4503 Jan Lindley, 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:
Telephone number(s): Estimated Audience:

Tickets & Ushers:

Will tickets be sold for this event? () Yes () No . A paid house manager is required for all events.
If yes, will seating be () general admission or () reserved? Please give 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 for you? () 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:

Will you be using the green room behind the stage? () Yes () No Number of people in green room:
If yes, Date: Time period: AM/PM Note: Amos Studio is not responsible for lost or stolen items.

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 PJC board is required to sell merchandise.

Jean and Paul Amos REQUEST FOR SERVICES

Staging

Date(s) of event: _____
Organization: _____
Your Contact for Technical Info: _____ 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? _____ Will you be bringing/constructing your own stage? _____ If not, please describe stage needs below. Price will be determined based on the complexity of stage. _____

Lighting Requirements: Studio includes basic illumination. Additional needs entail added charges. Must meet with lighting director.

Follow spots: () 1 or () 2. Lighting Designer: _____ Phone: _____

Audio/Visual Requirements: Is sound reinforcement required? () Yes () No. If yes, please indicate equipment and **quantity** needed.

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

Additional A/V requirements:

Instrument Requirements

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

Additional Requirements: _____

Television Production:

Do you want this event videotaped? _____ Additional costs for personnel, production, and post production. Separate estimate will be provided.

Must meet with producer/director.

Additional Requests or other information not listed on form:

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:

Facility use/rental is subject to Florida sales tax. If you are exempt from Florida sales tax /use 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