**General Questions**

Which facility do you wish to use?

* Hollowell Theatre ($125/hr)
* Daywood Lobby ($75/hr)
* Rehearsal Hall ($50/hr)
* Rehearsal Hall and Daywood Lobby ($100/hr)

GVT staff must be present at $30/hr

Do you need tables and chairs set up? (Check all that apply)

* Rectangular Table ($5.00 each)
* Round Table ($5.00 each)
* Tablecloth for rectangular or round table ($5.00 each)
* Cabaret Table ($2.50 each)
* Table cloth for Cabaret Table ($.050 each)
* Chairs ($0.50 each)
* Chair covers ($0.50 each)
* No set-up needed

For large events, $75 set-up fee charged

Do you need use of a piano? (GVT will set it up and ensure that it is tuned)

* Steinway Grand ($60)
* Yahama Grand ($60)
* Yahama Studio ($40)
* Yahama P250 Keyboard ($25)
* No piano needed

Do you need a bartender?

* Cash bar ($30 + tips)
* Open bar ($50 + tips)
* No bar

GVT requires a clean-up deposit of $50, returnable if renter removes all trash and food items.

Are dressing rooms needed?

* Yes
	+ How many do you need? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No

When will items be dropped off for the event?

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**Box Office**

What is the ticket price for your event?
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Are there any ticket discounts or complementary tickets (i.e. student, senior)?

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What date and time is the event?

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What type of seating do you want available?

* Open
* Reserved

Do you require ushers?

* Yes
* No

When do tickets go on sale?

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Is it a family friendly event/performance?

* Yes
* No

Please provide a brief description of the event/performance.
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**Tech**

What equipment does your event require? (check all that apply)

* LCD Projector ($150/day)
* Portable PA System ($25/day)
* Theatre Lighting ($100/day)
* Theatre Sound ($100/day)
* None

GVT Technician must be present at $30/hr

When will you send any digital presentations to GVT Tech staff?

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What stage equipment do you need? (check all that apply)

* Microphone
* Microphone stand
* Stool(s)/Chair(s)
* Podium
* Other
* None

**Marketing**

Who will be the primary contact?

(Please list email and phone number for contact)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a Facebook event created? Would you like us to co-host the event or create an event for you?
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Which of the following would you like GVT's marketing department to do? (check all that apply)

* Write a press release
* Create a Facebook event
* Create a poster
* Advertise on social media
* Send out an eblast
* Nothing