



Burlington City Arts
135 Church Street
Burlington, VT 05401

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CONTOIS AUDITORIUM EVENT FORM

Client Information

Event: CCOA Executive Committee Meeting		
Booking Contact: Tori Houston	Phone #: 802-595-2843	Email: thouston@ccrpcvt.org

Event Information

Date of Event: August 22nd	Date of Booking: August 2nd, 2017
Type of Event: Meeting	Number of Guests: ~ 10
Access to Contois Start and End Time: 2:00 - 4:00 PM	Event Start and End Time:

Setup Information

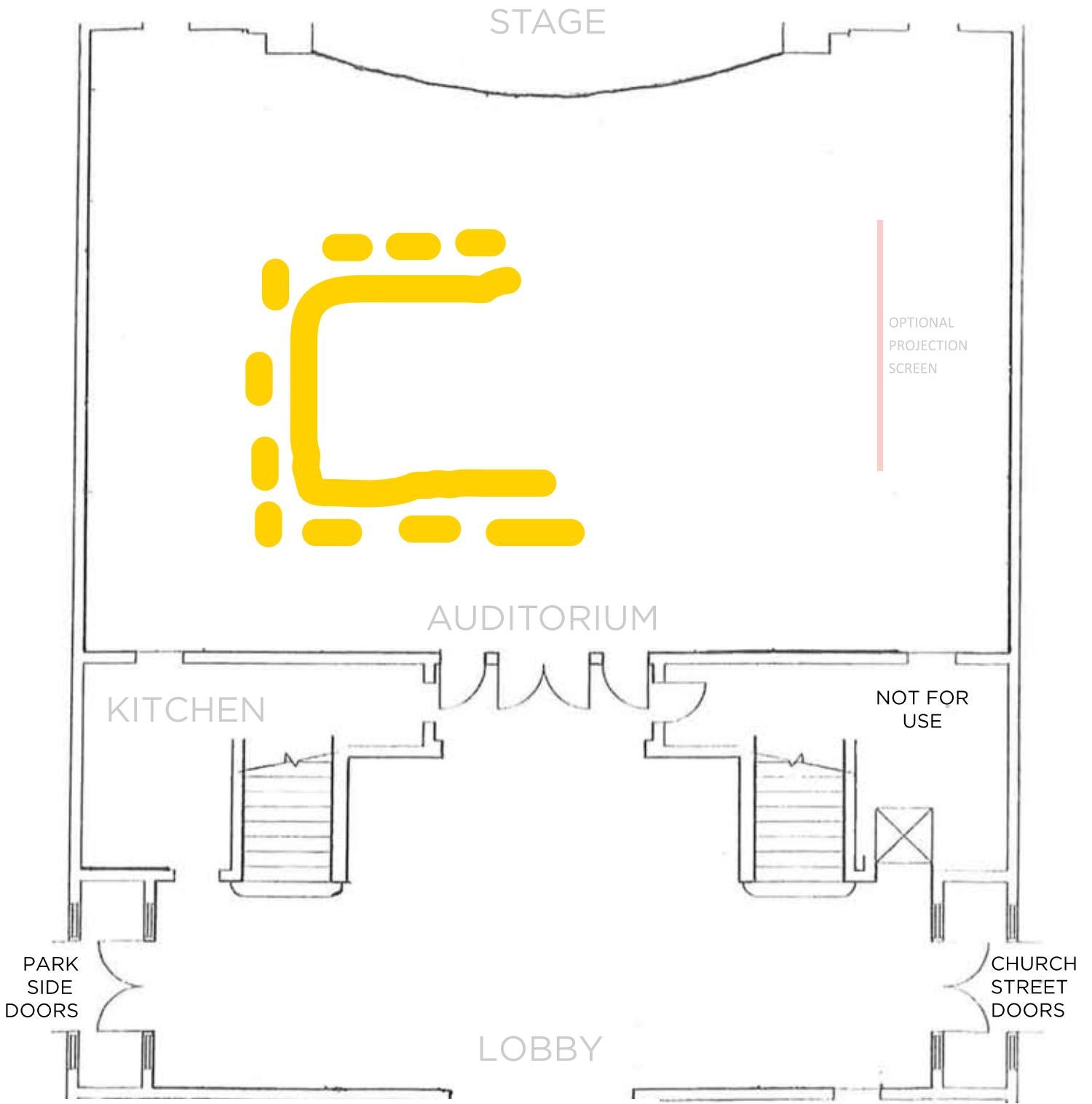
<i>Spaces Used:</i> <input type="checkbox"/> Auditorium <input type="checkbox"/> Stage <input type="checkbox"/> Balcony <input type="checkbox"/> Side Dressing Room		
<input type="checkbox"/> East Outside Steps <input type="checkbox"/> West Outside Steps <input type="checkbox"/> Lobby		
<i>Technical Elements:</i> <input type="checkbox"/> Podium <input type="checkbox"/> Projection Screen (stage) <input type="checkbox"/> Projection Screen (side) <input type="checkbox"/> Projector		
<input type="checkbox"/> House sound system with _____# of mics <input type="checkbox"/> Client-Supplied Sound System <input type="checkbox"/> Press Box		
<i>Tables & Chairs:</i> _____# of chairs on floor (150 max). _____# of 6' tables (10 max).		
<input type="checkbox"/> Use Horseshoe Table <input type="checkbox"/> Horseshoe Table stored on sides <input type="checkbox"/> Horseshoe table to lobby		

On the next page, please draw/indicate your needs in the space. Indicate placement of tables, chairs, projector, microphone placement, etc.

Use this space below to write any notes pertaining to schedule or needs in the space:

Tables in a U-shape (or square) to accommodate the number of individuals attending the meeting will be all that is necessary for room set-up. Thank you!!

***No hanging/rigging of lights or goods without prior discussion with Production Manager.**



EVENT NAME: _____

EVENT DATE: _____

