The following information is a **section** by **section** guide to properly completing the Hallie Brown Ford Fine Arts Center facility use request form.

It is **important** for the success of your event that the HBFFAC facility use request form is completed using these guidelines.

**General Information**

What is this event? This will be published on the school calendar and on brochures. Please be specific i.e. “Dallas Symphony Concert”, not “band concert”.

What is the sponsoring organization? Is this being sponsored by a department or a school organization? Again, this will possibly be on publicity, so be clear.

Who is the **contact person** for your event? Normally this is the person booking the event, but not always. This should be the person **who will know the answers about questions on the event**, and whom **will be at the event organizing things the day of**. Also the person legally responsible for the event must be listed. Therefore, in many cases, multiple people will/should be listed.

How many people do you expect? Please be reasonable in this. If you’ve never had more than 200 people, don’t write 1089. Based off the amount of participants we limit the number of doors opening, and the seating area. This is for you, and your performers and your ushers benefit. If we open the entire theatre of 1089 seats, and you have 150 people spread throughout, it appears there is almost no one. However if we rope off all but the front center section of 250 seats, then it appears to be a much bigger crowd. Also, **the more entrances that are open means you will need more ushers to be at those doors.**

**Specific Information**

**Performance/rehearsal**

What are you doing in the facility? Are you rehearsing, setting-up, or performing? These are different, and need to be under different lines on the form, therefore we know what kind of help to provide at the time.

**Arrival time**

What time will your group be arriving for your event…if you tell them to be there at 6:15 for a 7pm show that is what we need to know. We try to have staff on hand when people arrive to handle any last minute things that come up. The facility will be unlocked before the time you say you are arriving. Please do not put an earlier time “just in case”.

**Curtain Time**

What time is the actual event? This is your curtain time. We use this information to help advertise your program, both within HBFFAC publications and the ECU website, as well as several off campus web-sites.

**Ending Time**

What time does your event end? This might seem redundant with the next line, but if things get started late this gives us an idea of the approximate length, so we can adjust your ending time. Also, people regularly call with questions such as “how long is the performance” and an approximate time is better than us saying, “I don’t know”.

**Departure Time**

Departure time: estimate a time for how long strike will take? Do you have 100 chairs and music stands to take down? Do you have a **recording service** that will be present that needs to load out? Do you just need to walk through for a program and clean-up check? Plan for about 15-30 minutes for the audience to leave, and estimate the time. We have a student assistant in the building on hand in case problems arise. They open the facility, and they LOCK the facility. Which means, when you tell us the program departure time is 8:30, but it takes an hour and a half beyond that for the recording person to load up and leave, the facility is now short that amount of student worker hours available for the next event. Please give reasonable time expectations so we can try to schedule people to help you as much as possible.

**Facilities Needed**

Facilities Needed: If you want to use the green room, this is where to note it. If you will be using the lobby for displays or tables, we need to know. Also do you need the use of dressing room/s?

**Equipment/Technical Needs**

Equipment rental: If you need the grand piano, we need to know so we can arrange with the music department to have the piano tuned and moved out.

Read the equipment list carefully and decide what is necessary for your event. It will be next to impossible to provide some of these services such as video projection capabilities without advance notice.

**Chairs** and **tables** should be listed in the “other” spaces.

Microphone needs: Do you need a microphone on a podium or on a stand? Do you need a dozen microphones? These take time to be set-up.

Special lighting needs: Almost everyone has special lighting needs, unless you will only be needing house lights with no stage lighting…this should be answered yes, and we will need some **additional** information. Is your event a speaker on the apron of the stage with the rest of the stage closed off? Will you have an ensemble performing on the apron of the stage? Will you need the orchestra pit down, and be using the full stage behind the grand curtain? Will the pit be up, but action only on the area behind the curtain? The lights in the theatre are changed regularly to suit the programs coming up. Do not assume there is light on the portion of the stage where you want it. We need to know this information, and we will adjust the lights for you. It will not be possible to change lighting at 6:15 for a 7:00 performance/event. It takes time to move the lights around and cannot be done while the theatre is open to the public. We need to know what you need in advance in order to make the theatre the best place for your program.

Staffing your event: HBFFAC does not have a full staff. You will be responsible for ushers as well as technical support staff. Depending on your technical needs a fee may be charged for trained staff to work your event.

Ushers: see attached sheet.

All of the previous information and suggestions are to make your event as outstanding as possible.

We at the HBFFAC are looking forward to helping you, and your event, be a resounding success.

**If you have any questions, please call us at 580-559-5851.**