Cohen Auditorium Event Logistics Application

This form must be completed and turned into the Cohen Manager, no less than two weeks before your event. Failure to do so will result in a $25 late fee.

User Information:

<table>
<thead>
<tr>
<th>Student Organization / Sponsor</th>
<th>Dept ID</th>
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<tbody>
<tr>
<td>1. __________________________</td>
<td>________</td>
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<tr>
<td>2. __________________________</td>
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Primary Contact / Producer

Name: __________________________ Phone: __________________________
Address: __________________________ Email: __________________________

Event Information:

Event Title: __________________________

Rehearsal/ Tech Date(s) | Reh. / Tech Times
------------------------|----------------------
________________________|_______________________
________________________|_______________________
________________________|_______________________
________________________|_______________________

Performance Dates | Perf. Times
-----------------|---------------
_________________|______________
_________________|______________

Additional Rehearsal Dates/Times: __________________________

Stage Manager: __________________________
Stage Manager Phone: __________________________ Email: __________________________

Ticketed Event? | Yes | No | Tickets: | Info Booth | Balch Arena Box Office
Assigned Seating? | Yes | No | On-Sale Date: __________________________
Selling Balcony? | Yes | No | Ticket Price: $____________________
Estimated Audience Size: : __________ # Ushers Provided: __________
Use of the Greenroom? | Yes | No
Use of Aidekman classrooms? | #9 | #12 | #13
Person Reading Fire Safety Announcement: __________________________
I am authorized by the aforementioned sponsor to submit this application on their behalf. I understand that the Cohen Manager or Tufts University reserve the right to cancel this event.

Producer Signature:______________________________

Date: ________________

IDRs must be completed and signed by the debit authorizing party when they are submitted.

*Cohen* (Rental, House Manager, Lighting IDR#:________________________

*Facilities* (Cleaning, Chairs & Tables) IDR#:________________________

TUPD / Public Safety Department IDR#:________________________

A/V Services (Sound, Labor) IDR#:________________________

Info Booth/Box Office (Tickets) IDR#:________________________

Miscellaneous IDR Forms (i.e. Catering) IDR#:________________________

Purpose:__________________________________________________________

* See the Event Checklist for more information

Ushers

First Show

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
9. ____________________________
10. ____________________________
11. ____________________________
12. ____________________________

Second Show

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________