

Cohen Auditorium Event Logistics Application

Student Productions

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

User Information

Student Organization / Sponsor	Dept ID
1. _____	_____
2. _____	_____
Primary Contact / Producer	
Name: _____	Phone: _____
Address: _____	Email: _____

Event Information:

Event Title: _____

Rehearsal/ Tech Date(s)	Reh/Tech Begin & End Time
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_____	_____
_____	_____
_____	_____

Performance Dates	Perf. Start Times
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_____	_____
_____	_____

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? (User is responsible for reserving dressing rooms.)

#9 #12 #13 - Other

Person Reading Fire Safety Announcement: _____

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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: _____

IDR#: _____

IDRs must be completed and signed by the debit authorizing party when they are submitted. IDR covers the cost of Cohen Rental, Sound and Lighting Technicians and House Managers. All other services (tickets, custodial, TUPD & Facilities are the users responsibility.

Ushers: (Users are responsible for supplying ushers for events the number needed depends on the projected size of the audience per discussion with Cohen Manager.)

First Show

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

Second Show

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____