

Pre Load-In Questionnaire

In an attempt to adequately prepare our facility for your arrival, we ask that you fill out this questionnaire to the best of your knowledge and return it to the Morton Theatre. These and other questions you may have will be addressed during the Presenter’s Meeting, which will be scheduled no later than one month prior to your first reserved date. At this meeting, we will finalize all plans for your event. Please mail, fax or email to the attention of the Technical Director, Erwin Greene or Theatre Assistant, Megan K. Rocks. We thank you for your time.

Morton Theatre – P.O. Box 1724 – Athens, Georgia 30603

Fax: (706) 613-3773

Email: Erwin Greene – td@mortontheatre.com Megan K. Rocks - theatreassistant@mortontheatre.com

Today’s Date:			
Event Title:			
Type of Event:	Dance	Theatrical Performance	Live Concert
	Other:		
Event Date(s):			
Curtain Time:	House Opening Time: <i>Traditionally 30 prior to curtain time</i>		
Show Length:	Intermission Length:		
Event Presenter:			
Evening Number:		Daytime Number:	
E-mail Address:			
Stage Manager:			
Evening Number:		Daytime Number:	
E-mail Address:			
<i>“Athens’ Historic Showplace”</i>			
Technical Contact:			
Evening Number:		Daytime Number:	
E-mail Address:			
*Will there be a reception?		*Will there be food or drink sales?	
<i>*Requires the use of the Harris Pharmacy Space for a \$90 fee / Please indicate which night(s)</i>			
*Will there be merchandise sold?		What type:	
Will you require both levels of dressing rooms?			
Will you be performing a weekday matinee show?		If yes, how many?	
Start times and dates for matinee show/s:			
Planned time of arrival for show/s			
<i>* Your attendance numbers for Matinee Shows MUST be faxed (706-613-3773) or emailed (theatreassistant@mortontheatre.com) to our offices at least two (2) business days prior to your first performance.</i>			

Box Office / Front of House and Event Staffing Information

	Day 1	Day 2	Day 3	Day 4
What time will your Box Office open on performance dates?				
Seating for your show is:	General Admission		Reserved Seating	
The following levels are open for seating:	Floor Level	Balcony Level	Bleacher Seating	
Do you require Backstage Passes? <i>Provided for a fee of \$5 per pass</i>				
Will you provide ushers?	<i>(We ask that each presenter provide 3-4 ushers per event presentation. The Morton Theatre will provide at least 2 ushers.)</i>			
Does your event require Security?	If yes do you would prefer,	Plain or	Uniformed	
<i>*All security will be contracted out by the Morton Theatre. Presenter will incur extra charge for security.</i>				

****The Morton Theatre's Technical Director is available at no cost to advise you on your technical needs. All other technicians will be billed at a cost of \$14/hour with a 4 hour minimum call.***

Will you require technical overhire?	If yes, how many and, in what positions?			
Follow Spot Operator	Lighting Technician	Fly Rail Operator		
General Stage Hand	Sound Technician	Stage Manager	Wardrobe	
Other (Please list Job title and responsibilities):				
<i>*The Morton Theatre DOES NOT employ a resident Lighting or Sound Designer. It is strongly recommended that you hire an outside sound company for your event if your sound needs lie beyond general sound reinforcement.</i>				

Event Load-In and Equipment Information

Planned Date and time of arrival for load in?

	MON	TUES	WED	THUR	FRI	SAT	SUN
Call times for dates in the theatre:							
Exit times for dates in the theatre:							

Are there any special power requirements? *Note: a 100 Amp, 3 phase breaker box is available on stage.*

If yes, please describe:

Does your production require the following: CD Player Cassette Player Neither
 Do you require a piano? If yes do you would prefer, Upright Baby Grand

****There is a Baby Grand on stage and an Upright in the Orchestra Pit. Fee includes rental and initial tuning prior to your event. THE BABY GRAND IS A CONCERT PIANO ONLY.***

Do you require additional tuning of the piano DURING your event? *Note: Additional tuning incurs additional charges.*

If yes, on what dates/times:

Do you require a podium on stage? *Note: Morton Logo on podium cannot be covered or obscured.*

****The Morton Theatre's stage loading doors are located on the second floor of the building, 17 feet ABOVE THE GROUND.***

Will your set/equipment need a forklift for load-in/out?*

**** The Morton Theatre does not employ a resident forklift operator. If you need a certified operator, the theatre will provide one for you at the cost of \$15/hour.***

Will your production use drops?

If yes, how many?

Will your production use flying scenery?

Will your production use a: Fog Machine Pyrotechnics
(only UL approved) Strobe Lights Other

Will your production be : Audio Recorded Video Recorded Broadcasted Photographed

Is your production suitable for all ages?

** The Morton Theatre also has the following pieces of equipment available at ADDITIONAL costs.*

- | | | |
|---|---|--|
| <input type="checkbox"/> Follow Spots | <input type="checkbox"/> 4' X 8' X 16" Stage platforms
(3 Available) | <input type="checkbox"/> Powder Blue Sky Drop (Cyc) |
| <input type="checkbox"/> Mirror Ball
(1 Available) | <input type="checkbox"/> Wireless Body Microphones
(2 Available) | <input type="checkbox"/> Handheld Wireless Microphone
(2 Available) |
| <input type="checkbox"/> Ticket Printing | <input type="checkbox"/> DLP Projector | |

We ask that you leave a copy of your program, flyer, poster, recording, etc. at the conclusion of your event for the Morton Theatre Archives.

PRESENTERS – Please remember...

1. We ask that cast/company members and crew refrain from sitting in the auditorium with their feet up on the back of the chairs in front of them.
2. Presenters should be aware that the bathrooms in the upper lobby will be locked. There are a total of 7 bathrooms in the dressing rooms with a combined total of 9 commodes and 2 urinals.
3. For presenters conducting multiple rehearsals prior to the day of performance, the main lobby area is off limits to everyone except for Morton Theatre Staff. To prevent access to this area, the elevator will be locked down on the first floor. If a member of cast/company/crew needs the elevator, please feel free to ask staff member on duty for assistance.
4. For presenters conducting multiple rehearsals prior to the day of performance, all entrances to the facility will be made through the double red doors underneath the Black and Grey awning. These steps lead directly in to the auditorium and allows for the monitoring of all individuals that enter and exit the facility.
5. We ask that cast/company members and crew refrain from sitting in the auditorium during rehearsals on days of performances.
6. For performances, cast/company/crew should enter through the double red doors that have no awning over them. By processing straight through the lobby area to the double cream doors at the back by the restrooms, entrance can be gained to the backstage area and the dressing rooms.
7. If your cast/company/crew contains minors, please ensure that parents are well aware of the call times for cast and that adult supervision is present when minors are dropped off. Minors will not be allowed into the facility without adult supervision.
8. For the consideration of your audience, your show must start at the posted time. We allow a 10-minute leeway to accommodate for downtown parking delays.