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### CONTACT INFORMATION

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Producer Name \_\_\_\_\_

Email Address \_\_\_\_\_

Office Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

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### GENERAL SHOW INFORMATION

Show Name \_\_\_\_\_ Show Job# \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy) End Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

Location \_\_\_\_\_

Number of Attendees # \_\_\_\_\_  General Session  Secondary General Session  Breakouts

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### DETAILED SHOW INFORMATION

What is the due date for a quote to be sent to you? \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

AVPS will provide the following for this project:  Audio  Video  Lighting

Y  N Technical Director (Name) \_\_\_\_\_

Y  N Is this new business?

Y  N Is this based on a previous show by AVPS? If YES, reference the show by date, name or locations:  
\_\_\_\_\_

Y  N Do you have an A/V Budget? \$ \_\_\_\_\_

Y  N Have you attached a show schedule?

Y  N Are you attaching a rendering approved by the client?

Y  N Can you supply technical drawings at this time?

Y  N Will you require AVPS to supply technical drawings to Hotel, Riggers, etc.?

Y  N Has a scenic company been contracted?

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# VIDEO DEPARTMENT

Main projection screen format:  4:3  16:9  Custom Main project screen size: \_\_\_\_\_

Outboard/IMAG screen format:  4:3  16:9  Custom Outboard Screen Size: \_\_\_\_\_

Delay screen format:  4:3  16:9  Custom Delay screen size: \_\_\_\_\_

Screens will be:  Scenic Surround  Flown from Truss  Ground supported with dress kit

# \_\_\_\_\_

Cameras needed

# \_\_\_\_\_

Graphics computers backstage

# \_\_\_\_\_

Graphics operators backstage

# \_\_\_\_\_

Stage computers (demos)

# \_\_\_\_\_

Down Stage Monitors

Y  N

If more than one DSM, are outputs independent?

Y  N

Will you need a speaker time clock?

Y  N

Will you need a laser pointer?

Y  N

Will there be IMAG?

Y  N

Do you need a teleprompter?

Y  N

Will you be providing deliverable media or hard drives?

Playback required:  Playback Pro  iDDR Turbo  DVD  DVCAM

Record decks required:  
(check all that apply)  Program  ISO  Graphics Only  Routable Backup

Record medium:  
(check all that apply)  Aja Ki Pro  DVCAM  DVD  XDCAM (check all that apply)

Please describe any special needs or client requests:

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# AUDIO DEPARTMENT

Audio system will be:  Ground supported  Flown

What is the stage size? \_\_\_\_\_

# \_\_\_\_\_ Podiums needed

# \_\_\_\_\_ Wireless Mics requested

Y  N Are mic stands required for audience Q&A?  
If YES, how many? \_\_\_\_\_

Y  N Do you require wireless COM?  
If YES, # of units \_\_\_\_\_

Y  N Will show staff positions need wired COM stations?  
If YES, how many? \_\_\_\_\_

Y  N Will you need an audio record of the session?

Y  N Will you or the client be providing audio deliverables?  
*(walk-in music, special play-ons, sound efx)*

Y  N Will there be any panel discussions or multiple speakers presenting at the same time?

Y  N Will there be any special entertainment?  
If YES, please provide the name:  
\_\_\_\_\_

Y  N Is entertainment a "self contained" act?

Y  N Is entertainment rider attached?

Please describe any special needs or client requests:

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## STAGING DEPARTMENT

Y  N

Do you require run off drape?

Do you have a color request?  Black  Grey

Other \_\_\_\_\_

Y  N

Do you require front of house booth surround?

Y  N

Do you require stage podium(s)?

Y  N

Do you require stage carpet?

Screens will be:

Scenic surround  Flown from truss

Ground supported need dress kit

Y  N

Will you require a backstage greenroom/dressing room?

Y  N

Does venue have special requirements regarding cable in doorways?

If YES, please explain:

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Y  N

Does the hotel require lighted exit signs for backstage?

Please describe any special needs or client requests:

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## BREAKOUTS

Y  N

Have you attached a breakout room schedule?

# \_\_\_\_\_

Breakout rooms

# \_\_\_\_\_

Days breakouts run

Breakout room attendee size: \_\_\_\_\_

### ***Breakout room requirements:***

Y  N

Tripod screen

Y  N

Screen with dress kit

Y  N

Video projector

Y  N

2x1 computer switch

Y  N

PA sound system

Y  N

Audio playback from computer

Y  N

Wireless microphone(s) # \_\_\_\_\_

Y  N

Wireless slide advance

Y  N

Laser pointer

Y  N

Flip chart easel with 3 color markers

Please describe any special needs or client requests:

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