

## Event Logistics Checklist

A well-conceived event is a memorable experience and can be a dynamic tool. This checklist is designed to help you achieve your event goals. **We realize it is a lengthy checklist, but please be very attentive to all details, reading and filling it out completely. Depending on the complexity of your event, many of the questions may or may not apply to your event. Please fill out everything that does apply. For questions that do not apply, DO NOT leave blank, write N/A for not applicable. If you leave those questions blank, we will have to contact you again to confirm if there are any details for those questions.** This master checklist is the road map to your event. We must have it to make your event happen. Some of the questions may bring up concerns you have not yet considered.

We have provided diagrams of the lobby and stage. You can utilize these to draw the lobby set-up and theater set-up. Please feel free to call the Rialto Event Staff if you need any help filling this out. When complete, please fax the form back to (404) 651-1332. Remember, your event will only be as good as the details you give us.

Question	Answer Blank	Rialto Policy or Suggestion
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What time do you need to *access the theater to load-in?		<i>*Access is limited to the time thats you have contracted the facility.</i>
Will you need any street parking coned off for load-in deliveries?		
What time are the performers scheduled to arrive to *access the theater?		<i>*Access is limited to the times that you have contracted the facility.</i>
How many total bodies, including *performers and crew, will there be backstage for the show?		<i>*We require that volunteers and crew wear a nametag or badge that identifies their permitted access, such as backstage.</i>
What is the performance *start time?		<i>*We suggest a 7:30pm start for evening performances.</i>
What is the length of the first act?		
What is the *intermission length, if any?		<i>*We suggest a 15-minute intermission length.</i>
What is the length of the second act?		
What time will you complete *load-out of the theater?		<i>*Load-out requires being clear of theater and backstage within the times you have contracted for, or you will incur additional costs.</i>

<b>Front of House Checklist</b>		
Questions	Answer Blank	Rialto Policy or Suggestion

Are *tickets being sold? If so, what are the ticket prices?		<i>*To arrange ticket sales through the Rialto Box Office contact Ticket Services Manager Jennifer Moore at (404) 651-4268.</i>
If tickets are being sold, is it through Rialto Box office or another *agent?		<i>*Please list a contact name and phone number to provide patrons who inquire about purchasing tickets.</i>
Is *admission general or reserved seating?		<i>*If you are selling tickets yourself, we strongly suggest that you use general admission. If you sell reserved, please request a seating chart from (404) 651-4268.</i>
What do you estimate audience *attendance size as being?		<i>*Theater maximum capacity is 833 fixed seats, with 48 additional temporary seats.</i>

What time would you like patrons to *seat?		<i>*The standard is 30 minutes before showtime.</i>
Will you allow late seating?		
If so, will it be open late seating or limited to specific points in show when latecomers are permitted to seat?		
If limited, how many late seating opportunities are there total and at what points in the show will late seating occur?		
What point in the show is the absolute end of late seating?		
Are there any *volunteers that will be helping either backstage or in the lobby? If so, how many?		<i>*We require volunteers to wear a nametag or badge that designates the area they are working in, such as "backstage."</i>
What time are volunteers scheduled to arrive?		
Would you like *concessions sold during your event?		<i>*Concessions are sold at no charge to the Renter, however the Rialto reserves any and all concession rights.</i>
If yes to concessions, please designate if you want them sold preshow, during intermission, or both.		
What time do you need *access to load-in to the lobby?		<i>*Access is limited to the times you have contracted the facility.</i>
Do you need any street parking coned off for load-in deliveries?		
Will any separate *deliveries be made to lobby outside of load-in, such as programs or catering? Please detail what and when the delivery will happen.		<i>*Lobby deliveries must be made between 10:00am and 4:30pm.</i>
Will you need to use lobby storage? If so, please list what will be stored.		
What time will you *load-out of the lobby?		<i>*Access is limited to the times you have contracted the facility.</i>
Please list the Front-of-House inventory you require. Refer to the Front of House Services pages within the rental web site to see what is available. Remember to provide quantities for each item.		<i>*Please indicate placement or use the Rialto Lobby diagram to draw your set-up. <u>Please be aware that the Rialto does not skirt tables that are used for food or catering.</u></i>
Will there be any pre/post-performance activity for patrons, such as a reception?		
Will there be a *Caterer? If so, please list the Caterer with a contact name and number.		<i>*Caterers are required to present proof of insurance totaling one million dollars and a current business license no later than seven days before the event.</i>

What time will the *Caterer access the lobby to load-in?		<i>*Caterers are required to be self-contained, meaning they must take all trash items with them. The Rialto does not have a dumpster.</i>
By what time will the Caterer load-out?		
What type of food will be served?		
Will *alcohol be served?		<i>*The Rialto must be notified no later than one week in advance of alcohol. <u>Alcohol can be served but not sold.</u></i>
Will the Caterer be bringing any special equipment, such as a cappuccino or popcorn machine?		
Do you have any sponsors donating food or beverages? If so, please list.		
Do you want the lobby *furniture removed?		<i>*The Rialto requires two weeks notice to facilitate removal.</i>
Will you be arranging *validated parking for performers or patrons?		<i>Please contact the Events staff at (404) 651-1285 to make arrangement to have validated parking.</i>
Would you like a *coat check provided for patrons? If so, please list whether it is a formal coat check with attendant or a casual coat check, unattended.		<i>A formal coat check can be provided on the basement level only, at an additional cost of \$8.00 an hour per attendant.</i>
Will you be using any lobby *signage or banners? If so, please describe, including size and where you prefer them hung.		<i>*The Rialto requires that our staff hang all signage and banners to protect the facility and your safety. Nails or tape of any kind are not allowed to be used.</i>
Do you have any sponsors who will have signage or banners to hang in the lobby or theater?		
Will you be distributing program booklets? If so, would you like these distributed on the Mezzanine?		
Will there be lobby entertainment? If so, please describe.		
If there is lobby entertainment, what time will they load-in?		
What time are they scheduled to begin and end?		
What time will they load-out?		
Will they use the lobby piano? If so, would you like it *tuned?		<i>*There is a piano tuning fee.</i>
Will anyone be speaking from the lobby stage and need to utilize the lobby sound system?		
Will you be selling any *merchandise?		<i>*There is a 15% charge of net sales on all merchandise sold.</i>
If so, are your vendors paying you a fee to sell merchandise?		
Do all vendors understand the *vendor contract?		<i>*All vendors must sign a vendor contract upon load-in, which requires them to settle the 15% merchandise fee at the end of event.</i>

Will merchandise be sold preshow, postshow or both?		
What time will the vendors load-in?		
What time will the vendors load-out?		
Are you inviting any media to attend? If so, please list.		
What time will media arrive?		
What privileges, such as photo and video, do media have to document the program?		
Do they need any equipment from us, such as tables, chairs, extension cords, etc.?		
Are patrons allowed to photograph or videotape?		
Where did you hear about the Rialto Center? Please list the resource (such as newspaper, website, ad, or word of mouth).		

<b>Production Checklist</b>		
Question	Answer Blank	Rialto Policy or Suggestion

Please repeat your theater *load-in time.		<i>*Access is limited to the times that you have contracted the facility.</i>
Will any *street parking need to be coned off for your load-in?		<i>*Please speak with the Production Manager in advance. If parking is required for a long period of time, a street permit may need to be secured.</i>
Will there be any other backstage deliveries besides the initial load-in (equipment, set pieces, etc.)?		<i>*The Rialto has no loading dock, so everything brought in must conform to certain measurements. Please speak with Production Manager to confirm that everything will fit.</i>
If so, please list what is being delivered along with the date and time.		
If you have *crewmembers involved in the running of the show, please describe what kind of jobs they will be performing.		<i>*We require that volunteers and crew wear a nametag or badge that identifies their permitted access, such as backstage.</i>
Are any of your crewmembers non-English speaking? If so, will you provide an interpreter?		
Will there be rehearsals? If so, give a breakdown of times and activities.		
Will there be a pre/post performance cast party or gatherings in the backstage greenroom? If so, please list the time.		
Will there be any backstage catering?		
If so, please list the Caterer with a contact name and number.		
What time will the Caterer load-in		<i>*Backstage catering must load in through the backstage entrance on 75 Poplar Street, 2nd</i>

*backstage?		<i>floor. Please advise your Caterer of this.</i>
What *mode of operation would you like the theater in--orchestra or theatrical?		<i>*If you are unsure of the difference please contact the Rialto Production Manager or Events Staff.</i>
If theatrical, would you like the backdrop to be the white cyc or black velour curtain?		
Please describe your stage set up. Use the theater diagram to diagram your set up.		
At what point does the stage set up need to be totally complete?		
Will you need use of the theater storage? If so, please list items you will need to store.		
Please list the backstage inventory you will need. Refer to the technical information guide for inventory list.		
Will there be any use of the backstage piano? If so, would you like to have the piano tuned?		<i>*There is a piano tuning fee.</i>
Do you need any kind of instrument rental? If so, please describe.		
Do you need any *audiovisual equipment rental? If so, please list the type of equipment needed.		<i>*The Rialto does not have any kind of AV equipment on-site. We will coordinate a rental of any AV as needed.</i>
At what level do you need the orchestra *pit to be--house, stage, or true orchestra pit level?		<i>*The pit is normally at house level. It can be raised to stage level or lowered to a true orchestra pit for an additional cost.</i>
Will you need the use of fog or hazer for the performance?		<i>*Use of fogger or hazer requires deactivation of smoke detectors, which must be requested in advance and is an additional cost.</i>
Please give a basic description of your lighting requirements.		
If you have a *lighting designer, please list contact name and number.		<i>*If you are designing the lighting set up yourself or with a lighting designer, we must receive a lighting plot no later than 2 weeks before your event.</i>
Please describe your basic *sound requirements.		<i>*Detailed sound specifications must be received in writing no later than 2 weeks before your event.</i>
What time would you like the sound check, if any?		
Would you like sound operation done from the house or mixing booth?		

Will you need the use of mics during the show? If so, please describe how they will be used, such as for an		
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announcer.		
Do you want preshow music played in the theater or lobby?		
Will you provide a script or run-of-show?		
Who is the designated person in charge of all backstage activity?		
Will the Rialto Stage Manager call the show, or will you be utilizing your own Stage Manager?		
Will you be using any signage or banners in the theater that need to be hung? If so, please describe.		<i>*The Rialto requires that our staff hang all signage and banners to protect the facility and your safety. Nails or tape of any kind are not allowed to be used.</i>
Do you have any announcements you would like read at the top of the program?		
Will there be an announcer who opens, closes, or introduces individual parts of the show? If so, please describe.		
At what time should the announcer begin speaking?		
Does the announcer need a podium, hand-held mic, or lapel mic?		
What text would you like on the *Marquee? The Marquee has 4 lines with approximately 35 characters per line including spaces, for example: <b>The Rialto Center Presents Mark Morris Dance Company October 19 7:30pm</b>		<i>*The Forsyth Street side of the marquee is available to renters at no charge. It is for renters who are presenting events in the theater, excluding those who are using the lobby or black box only. The marquee will go up the morning of the event, earlier if logistically possible.</i>
What *text do you want on the Rialto website for your event?		<i>*Text description for your event goes up on the website after you have returned the facilities usage agreement signed.</i>
Please give a general description of your event for *press or patron release.		<i>*If you have a press release please fax it to us at (404) 651-1332 no later than seven days before release.</i>