

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:

Student Organization / Sponsor	Dept ID
1. _____	_____
2. _____	_____
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

Second Show

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

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