

EVENT PROMOTION, PRODUCTION, AND AUDIENCE MANAGEMENT FORM

The purpose of this form is to collect information needed to properly provide production and promotion support necessary for upcoming events (e.g. stage setup, program information, technical needs).

PLEASE SUBMIT NO LESS THAN 3 WEEKS BEFORE EVENT.

Email completed form to: musicevents_group@cardmail.louisville.edu

Email program info to [Brad Jopek](#)

Event name: _____

Event info: Major ensemble Minor Ensemble Special event
 Faculty Artist Recital Guest Artist Other

Event Venue: Comstock Hall Bird Hall Room 267 Other _____

Date: _____ **Time:** _____

Have you filled out a 25Live Pro reservation? Yes No

CONTACT FOR THE EVENT

Name: _____

Phone: _____ **Department area:** _____

UofL Email: _____

AUDIENCE MANAGEMENT

How many on stage? _____

Will there be invited Audience? Yes No

Livestream only? Yes No

Estimated concert length? _____

How many attendees? _____

Are Winds involved? Yes No

CONCERT DESCRIPTION/INFO FOR PROMOTION: (Additional information can be provided via email if needed).

TECHNOLOGY, PIANO AND STAGE NEEDS

Piano needed? Yes No | Steinway 53 Old Steinway Hamburg Other _____

Stage Tech? Wireless Mic Speakers Audio Playback
 Corded Mic Mic Stands Curtains Opened

Other needs: (Please note anything else you might need for consideration | Stage set up can be attached to this email).