

PRODUCTION INFORMATION

TO FACILITATE YOUR LOAD-IN AND MANPOWER REQUIREMENTS, PLEASE FILL IN THE APPLICABLE INFORMATION.

THE MORE INFORMATION YOU SUPPLY US - THE BETTER AND MORE COST EFFECTIVELY WE CAN SERVE YOU.

Event Name: _____ Event Date: ____/____/____

Overview of Event: i.e. general session for 2000 w/image & entertainment, break-outs, exhibits, etc.

Company Personnel Accompanying Equip. _____ # Company Personnel staying for Event _____

Trucks and Size: # _____ Trucks on property for event: [] yes [] no
Size _____

Estimated Load-In Time: i.e. 4 hrs, 2-8hr days for 10 men, etc.

Has union labor call been placed for stagehands? [] yes [] no

To whom? _____

Will chemical fog be used? [] yes [] no

Will pyro be used? [] yes [] no

Has Knoxville Fire Marshal permit been applied for? [] yes [] no

Date: ____/____/____

(Attach copy of permit if received.)

Will you provide: Meeting room diagrams/flow charts [] yes [] no

Plots [] yes [] no

Equipment List: i.e. AN for 15 meeting rms., 10 sections of Thomas Truss w/lights, flown sound system, 6 boxes a side, scenery for general session, etc.

(Attach 2nd page if more space is needed)