

Space Request Form
1333 H Street NE
Washington, DC 20002
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Please complete form and submit to address above. Forms must be received within one week of verbal request or space will be released

Organization:

Non-Profit Status (submit proof with request): _____

Administrative Contact Person: _____

Name of Event: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Alt. _____ Phone: _____ Email: _____

Type of Event (Play, Musical, Opera, Concert, Reading, Rehearsal, Other): _____

Brief Description of Event:

Approximate Running Time: _____ hr. _____ min.

Intermission: Yes No

Reservation is not confirmed until confirmation is signed and returned with deposit - confirmation will be sent after request is approved

Venue: _____

Day and Dates of Request List all requested dates include load-in and load-out Type of Activity: Load-in, Tech Rehearsal, Performance Access Time: Event Begins: Event Ends: Vacate Time:

Email full schedule to skenson@atlasllc.net if more space needed

Usage dates and times will be confirmed and finalized in consultation with the Production Manager

Is this performance appropriate for all ages? Yes No If no, what age range is appropriate: _____

Is your event open to the public? Yes No

Will your event be ticketed? Yes No

Will your event have programs? Yes No

Do you expect press to attend? Yes No If yes, provide name of PR representative and contact information

Do you plan to sell merchandise? Yes No

Will any of the performances have a reception associated (Opening Night, Gala, etc) Yes No

Will your event be recorded or taped? Yes No

Artist Breakdown: Male _____ Female _____

What audio/video needs does your event have? _____

Do you need the Atlas to supply staff for your audio/video needs? Yes No

What lighting needs does your event have? _____

Do you need the Atlas to supply staff for your lighting needs? Yes No

What is your stage set-up? _____

Do you need the Atlas to supply staff for your stage needs? Yes No

For Lang Requests - Stage Configuration Thrust Proscenium Orchestra Pit

For Sprenger and Lab Theatre - Estimated number of Seats

Configuration: Arena 3/4 round Proscenium Other (attach drawing)

Production Manager: _____ Phone: _____

Within ten business days, a meeting will be scheduled to confirm the ability to accommodate your event.
