



Event Information Form

Please fill in each section accordingly. The Events Office will not accept forms that are not complete.

If you have any questions on specifications, please contact:

Nathalie Brenner, Sr Special Events Manager, at (305) 348-1998 or brennern@fiu.edu.

I. General Event Information

Name of Event/Production: _____

Performance Space (Please select one):

- Wertheim Concert Hall
- Instrumental Hall
- Recital Hall

Date(s): _____ Hours Requesting Space: _____

Start time of Rental: _____ End time of Rental: _____

Please allot one hour for set-up and one hour for breakdown of event

II. APPROXIMATE LENGTH OF PROGRAM INCLUDING INTERMISSION:

First Half: _____ Intermission: _____ Second Half: _____

Start time of event: _____ End time of event: _____

III. How will tickets be distributed?

This event will be (Check only one):

- For public sale
- By invitation only
- Free
- For public sale and invitation only



LIGHTING – Do you need any special lighting? If so, please detail below.

SOUND-Will you need any special sound equipment?

1. Please describe your microphone needs: announcer microphone, stands, etc.
2. Will you be using audio playback? Please detail if you will be using a CD, IPOD, etc.
3. Will you be requiring the use of our projection system? If so, please detail below the laptop being provided and in which program the presentation is formatted in.

Will you be utilizing a piano? If so, please specify which one. *Note:* Piano will be tuned upon request of customer for a fee of \$125.

- Steinway 9ft. Concert Grand
- Steinway 7ft. Baby Grand



ADDITIONAL EQUIPMENT

Please note if you will be using any of the following:

- Chairs on stage, Amount: _____
- Music stands on stage, Amount: _____
- Tables with linens, Amount: _____
- Presenter's lectern
- Conductor's Podium
- Risers (see technical rider), Amount _____
- Plants, Amount _____

Will you be providing your own insurance? Yes/No

If so, please attach the certificate of liability when submitting this form.

Please note that all events must be insured through the organization or through Florida International University.

Is your organization tax exempt? Yes/No

If so, please attach the certificate of tax exemption when submitting this form.



PRESENTER/ ORGANIZATION CONTACT INFORMATION:

CONTRACTING ORGANIZATION

Organization _____

Name _____

Phone (Business) _____ Phone (mobile) _____

Email _____

PRODUCTION/TECHNICAL CONTACT

Organization _____

Name _____

Phone (Business) _____ Phone (mobile) _____

Email _____

TICKETING/BOX OFFICE CONTACT

Organization _____

Name _____

Phone (Business) _____ Phone (mobile) _____

Email _____

SPECIAL EVENT/RECEPTION CONTACT (IF APPLICABLE)

Organization _____

Name _____

Phone (Business) _____ Phone (mobile) _____

Email _____