

Evening Concert Information Sheet

Please complete, photocopy and return this sheet to Michael Egel as soon as possible by mail (Des Moines Metro Opera, 106 West Boston Avenue, Indianola, IA 50125-1836), by fax (515-961-8175) or by email (dmmo@dmmo.org).

*Contact Person _____ *Work _____
*Name of Concert Facility _____ *Fax _____
*Address _____ Cell _____
*City _____ *State _____ *Zip _____ Seating Capacity of Facility _____
*E-mail _____ Anticipated Attendance _____

PUBLICITY:

Des Moines Metro Opera will send publicity information to the media you request. For best results, please contact them yourselves as well.

*Local newspaper _____ Contact Name _____
*Address _____ Phone _____
*City _____ *State _____ *Zip _____ *E-mail _____
Local radio station _____ Contact Name _____
Address _____ Phone _____
*City _____ *State _____ *Zip _____ *E-mail _____

*required information

PERFORMANCE: _____ *The Barber of Seville* Date(s) _____ Time(s) _____
_____ *A Dream Fulfilled* Date(s) _____ Time(s) _____

Admission/Ticket Information _____

Where to Purchase Tickets _____

Concert Sponsor _____

Where will the performance take place (stage, gym, etc.)? _____

Are the dimensions of the performing area at least 25' wide x 15' deep x 10' high? (circle one) Y N

Is this space easily accessible for set pieces? Y N Are there stairs? Y N If yes, how many? _____

Do you have four 20 AMP circuits available in this space? (OPERA Iowa's lighting equipment cannot be plugged into the same circuit.) Y N

What lighting equipment do you have? _____ Do you have stage curtains? Y N

Any special instructions? _____

On the day OPERA Iowa is scheduled to arrive, please have ready:

— A tuned piano for our workshops and performance.

— An On-Site Coordinator (this is probably you) to answer any questions during our visit.

— A minimum of 4 adults capable of lifting at least 50 lbs to help unload, set up, then reload scenery.
5 or 6 responsible high school students are welcome to assist only if an adult is provided for supervision.

— The building Custodian to handle technical questions primarily concerning power sources to the performance site.