

Performance Times and Hiring Information

This information will be used for us to engage key personnel that you do not pay for such as car parking attendants and catering staff.

Name of Hiring: _____ Date of Hiring: - -

Arrival & Departure Times

<i>Your Personnel</i>	<i>Arrival</i>	<i>Depart</i>
Production Crew		
Technical Crew		
Artists		
Audience		

Personnel Numbers

<i>Number's Attending</i>	<i>Max</i>	<i>Min</i>
Production Crew		
Technical Crew		
Artists		
Audience		

Start and Finish Times

<i>Perf and or Reh</i>	<i>Start</i>	<i>Finish</i>
Rehearsal		
Performance		
Interval 1		
Interval 2		

Key Personnel Contact Numbers

<i>Telephone Number's</i>	<i>Main #</i>	<i>Alternate #</i>
Production		
Technical Sound		
Technical Lighting		
Technical Stage		
Box Office / Bookings		

NB The Box Office / Bookings number(s) may be given out to the general public. Other numbers will remain confidential.

For hiring's that are of more than one days duration please photocopy and return one form for each day.