

UNIVERSITY OF PATRAS CONFERENCE & CULTURAL CENTER

MAIN HALL USE FORM

Event:

Type of event: Conference / Lecture ☐, Concert ☐, Dance performance ☐, Screening ☐, Performance ☐, Other (.....)

A. OPERATIONAL DETAILS

Event date and time / / from to

Rehearsal date(s) and time: / / from to
..... / / from to

Welcome addresses / speeches: Yes ☐ – No ☐

Awards, distinctions or plaques ceremony (point during the event): Yes ☐ (.....) – No ☐

Use of dressing rooms and number required: Yes ☐ (.....) – No ☐

Breaks: Yes ☐ (.....) – No ☐

Catering in the CCC foyer: Yes ☐ – No ☐

Ticket issuance / checking in the CCC foyer: Yes ☐ – No ☐

B. TECHNICAL DETAILS

B1. Detailed sound equipment

Will the sound system be used? Yes ☐ – No ☐

Conference-type sound system: Yes ☐ – No ☐

Concert-type sound system: Yes ☐ – No ☐

Number of stage microphones:

Number of stage monitor speakers:

Will a stage-monitor mixing console be required? Yes ☐ – No ☐

Will an additional external sound engineer be used? Yes ☐ – No ☐

Special sound-equipment requirements:
.....

Console position:

Note:

For concert use, a stage plan showing the positions of instruments, microphones and stage monitors must be submitted no later than 3 days before the event.

B2. Detailed lighting equipment

Will the lighting system be used? Yes ☐ – No ☐

Conference-type lighting system: Yes ☐ – No ☐

Concert-type lighting system: Yes ☐ – No ☐

Use of hanging lighting fixtures (number): Yes ☐ (.....) – No ☐

Will a lighting control console be required? Yes ☐ – No ☐

Lighting control console position:
.....

Will spotlights be required (number): Yes ☐ () – No ☐

Will an additional external lighting technician be used? Yes ☐ – No ☐

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B3. Stage configuration

Acoustic shell configuration: Closed ☐, Semi-closed ☐, Canopy ☐
 Use of hanging points for suspending scenery (number): Yes ☐ (.....) – No ☐
 Stage-floor configuration. Required area (m²): (.....),
 Platforms / number: Yes ☐ (.....) – No ☐,
 Chairs: Yes ☐ (.....) – No ☐,
 Center curtain: Yes ☐ – No ☐

Entrances and exits for participants in the performance:

Use of movable elements during the performance
 Hanging points: Yes ☐ – No ☐,
 Stage curtain: Yes ☐ No ☐
 Use of a video projector for slide presentations: Yes ☐ – No ☐
 Or camera connection: Yes ☐ – No ☐
 Use of a screen: Yes ☐ – No ☐
 Screen position:

C. Technical personnel / equipment services

Sound engineer attendance (from to) and/or lighting technician attendance (from to) for the event rehearsal

(maximum 2 hours; attendance of specialized technicians beyond 2 hours is subject to an additional charge) Telephone or other connection for live transmission of the event:

Presence of an external video-recording crew: Yes ☐ – No ☐

Use of an intercom system by participants / production staff: Yes ☐ – No ☐

Date

.....

Person responsible for the event (Name, signature)

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