Venue Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Venue Contact |  |
| Email |  |
| Cell phone |  |
| Box office phone |  |
| Backstage phone |  |
| Address |  |
| notes |  |

|  |  |  |
| --- | --- | --- |
| **Front of house** | Yes or no | notes |
| Number of Seats |  |  |
| Number of Aisles |  |  |
| Aisle layout |  |  |
| Booth location |  |  |
| Fire exit location |  |  |
| Bathroom access FOH |  |  |
|  |  |  |
| **Onstage** |  |  |
| Stage dimensions |  |  |
| Stage access from back stage |  |  |
| Stage access from the house |  |  |
|  |  |  |
|  |  |  |
| **Off stage** |  |  |
| Bathroom access back stage |  |  |
| Dressing room access to the lobby |  |  |
| Dressing room access to the booth |  |  |
| Dressing room types |  |  |
| Dressing room size |  |  |
|  |  |  |
| **Production needs** |  |  |
| Internet access |  |  |
| Office systems available |  |  |
| Office space available |  |  |
| Storage backstage |  |  |
| Locking area back stage |  |  |
| Wardrobe prep area |  |  |
| Scenic storage |  |  |
| Prop storage |  |  |
|  |  |  |
|  |  |  |

Fill in real entrances, exits and FOH access to the stage and any other important info about your venue.

