



## Queen's Hall Front of House Information Sheet

This form must be completed and returned to Queen's Hall **two (2) weeks** before Load In.

Name of Production: \_\_\_\_\_

Name of Producer/Client: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date(s) of Event/Show: \_\_\_\_\_

Start time(s): \_\_\_\_\_

Length of Event/Show (incl. of intermission): 1½ hours  2 hours  2½ hours  Other \_\_\_\_\_

Ticket price: General - \$ \_\_\_\_\_ Reserved - \$ \_\_\_\_\_ No. of tickets to be printed: \_\_\_\_\_

Name of Front of House Representative(s): \_\_\_\_\_

### **RECEPTION**

BEFORE EVENT  AFTER EVENT  NOT APPLICABLE

Location of reception:

LOBBY  EAST LANDING  COURTYARD  HMJR  FRONT CARPARK  FRONT OF BUILDING

### **LIST OF SPECIAL GUESTS/VIPs**

*(President, Prime Minister, Government Ministers, Diplomats, etc.)*

**Final listing MUST be provided one (1) week before event for security purposes**

1.	2.
3.	4.
5.	6.
7.	8.

**NB: THIS INFORMATION MUST BE PROVIDED AT LEAST TWO(2)WEEKS PRIOR TO YOUR EVENT**

**For clarification or assistance with completion of this form, please contact  
Event Officer - Mr. Brett Wallace at 624-1284 ext. 258 or mobile no.: 280-8501**