



Skagit County's Historic Film, Education & Performing Arts Center
 Post Office Box 2312 712 So. First Street
 Mount Vernon Washington 98273
 Business Office 360-419-7129 Facsimile 360-336-2408
 www.lincolntheatre.org

Lincoln Theatre Booking Request – 2009

Organization requesting use of Theatre

Name of Event

Description of Event

Date(s) and Time(s) of Event/Performance

Length of Show

Intermission Yes or No?

Show Open to Public or Private?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Rehearsal

Yes No

<input type="text"/>	<input type="text"/>
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Date(s) and Time(s) if yes

Audition

Yes No

<input type="text"/>	<input type="text"/>
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Date(s) and Time(s) if yes

Merchandise Sales

Yes No

<input type="text"/>	<input type="text"/>
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Type of Merchandise (CDs, books, clothing, etc.)

Load In Time(s)

Load Out Time(s)

<input type="text"/>	<input type="text"/>
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Sound Check Time

- No tickets will be sold. Note: Maximum theatre occupancy is 475.
- Tickets will be sold. For any event where tickets are sold, theatre must be the sole source ticketing agent.

Ticket Prices (include \$1 Preservation Fee which will go to the theatre)

- Reserved
- Festival
- At Door Only
- Number of Complimentary Tickets
- Number of Outside Sales Tickets

Tickets Go on Sale _____(Date)
 Note: tickets usually go on sale 60 days before event.

Ticket Office Hours needed **beyond** standard hours of noon – 5pm, Monday-Friday and 2 hours before your show time(s)
 Days & Times

Additional ticketing needs

Stage lighting (number, size, colors, location)

Stage sound requirements/description

Projection (VHS, DVD, Powerpoint) requirements

Equipment requested from theatre

- Display Tables (#) _____
- Thrust Stage # of feet of thrust (in 4 foot increments) _____
- DVD Projector
- Sound Board
- Speakers
- Monitors
- Film Screen
- Podium
- Microphones (# & type) _____

Technical Labor Requirements

It is mandatory that the Lincoln Theatre provide stage management supervision and house management supervision. Beyond that, please indicate if you need Lincoln Theatre personnel for the following

- Stage Set Up
- Sound Set Up
- Security
- Lighting Set Up
- Video or film projection set up

Marketing

- Renter will supply finished artwork for 11 x 17” poster no later than six weeks before event date. Theatre will print and post in approximately 150 locations for a fee of \$180.
- Renter will place ad in theatre program guide. Theatre to send advertising insertion order and deadline dates.

Special Requirements

Renter Contact Information

(where invoice or settlement check will be mailed):

Name _____

Name of Organization _____

Street Address _____

City, State, Zip Code _____

Telephone _____

Facsimile number _____

Email address _____

I have read and agree to the Lincoln Theatre rental policies and rates

Signed _____ Date _____
 (if responding by email, please type name in bold italics to indicate signature)

Return to Lincoln Theater
 Via email: exec.dir@lincolnthatre.org
 Via mail: Lincoln Theatre, PO Box 2312, Mount Vernon, WA 98273

Questions? Call Jim Goettler at 1-360-419-7129 x101