



Skaqit 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.lincolnthatre.org

Lincoln Theatre Booking Request – 2015

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?

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Rehearsal

Yes No

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Date(s) and Time(s) if yes

Audition

Yes No

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Date(s) and Time(s) if yes

Reception

Yes No

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Date(s) and Time(s) if yes

Private

Public

PreShow

PostShow

Liquor

No Liquor

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Load In Time(s)

Load Out Time(s)

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Sound Check Time

No tickets will be sold. Note: Maximum theatre occupancy is 490.

Tickets will be sold. For any event where tickets are sold, theatre must be the sole source ticketing agent.

Ticket Prices (include \$1.50 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 (DCP, DVD, PowerPoint) requirements: *Presentations must be received at the Lincoln 3 business days prior*

Equipment requested from theatre

Display Tables (#) _____

Thrust Stage # of feet of thrust (in 4 foot increments) _____

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 200 locations (Skagit/Snohomish Counties) for a fee of \$200, with Bellingham, 240 locations for \$240.
- Renter wants event placed on theatre’s website, email, hard copy program guide and press releases at no charge. Content (image and two lines of text plus additional copy for webpage) will be sent to exec.dir@lincolnthatre.org 60 days prior to event date.

Special Requirements

Organization’s Representative

Name _____

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