

## Production Services Application

Please fill out this form in order for CDC's Artistic Director and Staff to best assess your needs. Rental dates are subject to availability and feasibility of your project in CDC's Theater. You must also **submit a DVD or VHS work sample and resume** to be considered.

### General Information:

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Have you self-produced before?: \_\_\_\_\_

If so, where and when? (list up to 2 most recent venues)

1. \_\_\_\_\_

2. \_\_\_\_\_

### Technical Needs Information:

How many pieces will be performed?: \_\_\_\_\_

How long is each piece?: \_\_\_\_\_

Number of Performers in each piece?: \_\_\_\_\_

**Please include a DVD or VHS work sample and resume.**

Which dates are you looking for?:

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_

How many performance evenings do you want (Fri & Sat, or Thurs-Sat)?: \_\_\_\_\_

How many technical rehearsals/dress rehearsals do you want?: \_\_\_\_\_

Have been to CDC before?  Yes  No When?: \_\_\_\_\_

Are you aware we have a maximum capacity of 70?  Yes  No

How many audience members do you expect? \_\_\_\_\_

Will you charge admission?  Yes  No

Lighting Designer (LD): Do you plan on using a CDC recommended LD?:  Yes

**If using your own LD, please send in a copy of their resume.**

Approximate # of sound cues: \_\_\_\_\_

Sound Medium:  CD  MP 3 player  Laptop  Mics

Live (if so describe, if musicians, how many, what instruments, etc.):

CDC has limited storage for props and sets. Please describe what props and sets you will be using and if you will require storage during the run:

Lighting needs (you must use house plot if you are not providing your own lighting designer):

Do you need to use CDC's video projector? Yes No Is there sound on the video? Yes No

Please list or describe any other information regarding your technical needs or anything else here:

**Please mail, email or fax your application to:**

H.T. Chen, Artistic Director  
Chen Dance Center  
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EMAIL: [info@chendancecenter.org](mailto:info@chendancecenter.org); FAX: 212-349-0494