



THE PROVINCETOWN THEATER

238 Bradford Street • Provincetown MA 02657 • 508-487-7487 • provincetowntheater.org

PLEASE NOTE THIS IS A 3 PAGE APPLICATION!

PROVINCETOWN THEATER BOOKING APPLICATION

Please fill out this form in order for the Provincetown Theater's Programming Committee and Staff to best assess your needs. Dates are subject to availability and feasibility of your project in The Provincetown Theater space.

Contact Person: _____

Title of Performance: _____

Company: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ (Which is the preferred phone number to contact you?)

Email: _____ Website: _____

Have you self-produced before?: Yes ____ No ____ If Yes, where and when?
(List the two most recent venues)



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Technical Needs Information:

Medium (i.e. theatre, dance, storytelling, musical theatre, etc.): _____

How many pieces will be performed?: _____

How long is each piece?: _____

Number of Performers in each piece?: _____

Approximate # of sound cues: _____

Sound Medium: CD _____ MP3 player _____ Laptop _____ Mics _____

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

Will the performances require video equipment? Yes _____ No _____

If Yes, please describe: _____

Are there any unique or special technical needs of which the programming committee should be aware? _____

Feel free to attach any additional information about the work or your company (optional) to give us a better sense of the proposed evening.



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Scheduling Needs Information:

For which dates are you looking?

1st choice: _____

2nd choice: _____

3rd choice: _____

Desired start times _____

Approximate run time _____

Intermission Length _____

Will there be any matinees? _____

How many performances are you interested in? _____

How many technical rehearsals/dress rehearsals will you need? _____

Have you viewed The Provincetown Theater? _____

Are you aware the theater has a maximum capacity of 149 (including floor seating)?

Yes ____ No ____

How many audience members do you expect? _____

What is your ticket pricing? _____

Staffing Needs Information:

Company Crew:

The Provincetown Theater does not provide a Technical Director or sound and light board operators. PTF can provide sound and light board operators for an additional fee**. The PTF will provide a representative to be present at load in and load out. In addition, Provincetown Theater provides a front of house/box office manager and bartender for each performance. Renters must provide a Stage Manager/Production Assistant if theater staff is not contracted. PTF can provide a stage manager for an additional fee**. PTF highly recommends contracting your own lighting designer if your needs are very specific and involved.

Please check off which additional Crew you will be providing:

- Lighting Designer
- Light board Operator (same as designer?)
- Sound board Operator
- Stage Manager (mandatory if not PTF staff)
- Other: _____

**The Provincetown Theater reserves the right to require additional crew if the Programming Committee deems it necessary