



PRODUCTION WORKSHEET

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Thank you for choosing Evans Audio Visual. In order to prepare an accurate estimate for your event we need you to provide us with the information contained in this worksheet. We recommend taking the utmost care in filling out this worksheet, as incorrect information can hinder the success of your event and escalate the cost. It is important to note that ANY changes, especially those that come at the last minute, can result in significant changes in cost. We also ask that you become familiar with ADA (American's with Disabilities Act) requirements for public events as these events are often inspected for code compliance. If you need assistance with anything on this worksheet, please do not hesitate to contact your Evans Audio Visual representative.

GENERAL INFORMATION

WHAT IS YOUR EVENT: _____

LOCATION OF YOUR EVENT:

IF THERE ARE MULTIPLE LOCATIONS,
PLEASE SEND A SEPARATE
WORKSHEET FOR EACH.

WHICH ROOMS WILL YOU BE USING: _____

WHO WILL BE ATTENDING: _____

ESTIMATED ATTENDANCE: _____

AGE RANGE: _____ to _____

THIS IS AN IMPORTANT FIGURE AS IT
DETERMINES HOW MANY AND WHAT
SIZE SCREENS YOU WILL NEED.

IS THERE A THEME: YES NO IF YES: _____

DATES & TIMES

DATE(S) OF YOUR EVENT: _____

SET UP DATE: _____

SET UP TIME: _____

LOAD OUT BY: _____

THESE DATES AND TIMES ARE EXTREMELY IMPORTANT AS THEY DICTATE A VARIETY OF COMPONENTS THAT GO INTO PLANNING AND EXECUTING YOUR PRODUCTION. KEEP IN MIND MANY VENUES HAVE VERY STRICT POLICIES REGARDING LOAD IN AND LOAD OUT TIMES AND PROCEDURES.

REHEARSAL(S): YES NO IF YES, WHEN?: _____

PRODUCTION START TIME(S): _____

THIS INFORMATION HELPS TO
DETERMINE STAFFING AND
LABOR NEEDS DURING YOUR
PRODUCTION.

“BREAK-OUT” SESSION(S): YES NO IF YES, HOW MANY ROOMS?: _____

NEEDS FOR THESE ROOMS?: _____



MULTIMEDIA

WILL LIVE IMAG VIDEO CAMERA'S BE NEEDED: YES NO

IMAG CAMERAS ARE USED TO PUT SPEAKERS/
ENTERTAINMENT ON SCREENS DURING LIVE PRODUCTIONS.
THEIR USE WILL AFFECT LIGHTING FACTORS.

WILL MULTIPLE CAMERA POSITIONS BE NEEDED?: YES NO

GENERALLY, IMAG CAMERAS ARE USED TO
CAPTURE THE ACTION ON STAGE FROM A FIXED
POSITION. ADDING ADDITIONAL CAMERAS
WILL PROVIDE MORE FLEXIBILITY DURING THE
PRODUCTION

IF YES, HOW MANY?: _____

DOES THIS EVENT NEED TO BE RECORDED?: YES NO

IF YES: AUDIO VIDEO BOTH

IF YOUR EVENT IS BEING RECORDED, DO YOU REQUIRE VIDEO POST PRODUCTION SERVICES?: YES NO

WE OFFER COMPETITIVE RATES ON VIDEO
POST PRODUCTION FOR YOUR EVENT. WE CAN
EDIT YOUR FOOTAGE AND PROVIDE A FINISHED
PRODUCT TO YOU ON DVD, BLU-RAY DISC OR VIA
YOUR PREFERRED DIGITAL DELIVERY SYSTEM.

TELEPROMPTER SERVICES REQUIRED?: YES NO

SMALL SCREENS THAT DISPLAY THE SPEAKER'S
TEXT FOR THEM TO READ FROM.

ELECTRONIC POLLING IN USE (AUDIENCE RESPONSE SYSTEM)?: YES NO

WHAT KIND OF MULTIMEDIA CONTENT WILL YOUR PRESENTERS OR ENTERTAINMENT BE USING DURING YOUR PRODUCTION?:

POWER POINT DVD/BLU-RAY CAMERA OTHER (PLEASE DESCRIBE BELOW)



WILL ANY PRESENTATIONS BE IN HIGH DEFINITION?: YES NO

REMEMBER: IF ONE PRESENTATION IS IN HIGH-DEFINITION, THEN THE EQUIPMENT USED FOR ALL WILL HAVE TO BE. (SCREENS ARE DIFFERENT SIZES, DIFFERENT CAMERAS ARE USED, ETC.)

HOW MANY STAGE CONFIDENCE MONITORS ARE NEEDED?: _____

FLAT, VIDEO SCREENS THAT ALLOW THE PERSON ON STAGE TO VIEW WHAT IS SHOWING ON THE LARGER SCREENS.

HOW MANY COMPUTERS WILL BE IN USE (IF ANY)?: _____ MAC PC

IMPORTANT: MAC USERS WILL NEED TO PROVIDE THEIR VIDEO INTERFACE CABLES

WILL PRESENTER(S) NEED COMPUTER(S) AT THE PRODUCTION TABLE?: YES NO

IF YES, HOW MANY?: _____

WILL PRESENTER(S) NEED A TECH TO RUN THE PRESENTATION FOR THEM? YES NO

POWER POINT REMOTES NEEDED? YES NO *IF YES, HOW MANY?:* _____

LASER POINTERS NEEDED? YES NO *IF YES, HOW MANY?:* _____

GREEN RED

LOGO INSERTION FOR SCREENS? YES NO

MUST BE CREATED AND UPLOADED TO SWITCHER.



WILL THERE BE ANY STAGE CHANGES?: YES NO

ASL TRANSLATOR (AMERICAN SIGN LANGUAGE): YES NO

SIGN LANGUAGE TRANSLATORS MUST BE LIT AT ALL TIMES.

STAGE DRESSED WITH AMERICAN FLAG: YES NO

STAGE DRESSED WITH STATE FLAG: YES NO

IF YES, WHAT STATE?: _____

WILL YOU HAVE ANY SET PIECES ON STAGE?: YES NO

WE REQUIRE A MEASURED DRAWING AND ESTIMATED WEIGHT, FROM THE BUILDER, FOR EACH SET PIECE. A COPY OF THIS INFORMATION MUST BE ATTACHED TO THE BACK OF EACH SET PIECE.

IF YES, PLEASE LIST BELOW:

QUANTITY	DESCRIPTION	SIZE (LxWxH)	WEIGHT

IF YOU NEED MORE LINES, PLEASE ATTACH ON A SEPERATE SHEET.

WILL YOU HAVE ANY SET PIECES "FLOWN"?: YES NO

WE REQUIRE A MEASURED DRAWING AND ESTIMATED WEIGHT, FROM THE BUILDER, FOR EACH SET PIECE. A COPY OF THIS INFORMATION MUST BE ATTACHED TO THE BACK OF EACH SET PIECE.

IF YES, PLEASE LIST BELOW:

QUANTITY	DESCRIPTION	SIZE (LxWxH)	WEIGHT

IF YOU NEED MORE LINES, PLEASE ATTACH ON A SEPERATE SHEET.

WILL YOU NEED DRAPERY: YES NO

IF YES, WHAT COLOR?: _____

BACKDROP WHOLE ROOM



SOUND

WHAT IS SOUND FOR?:

- SPOKEN WORD RECORDED VOICE RECORDED MUSIC
 LIVE ENTERTAINMENT OTHER (PLEASE DESCRIBE BELOW)

HOW MANY SPEAKERS OR PRESENTERS?: _____

WILL THERE BE MULTIPLE SPEAKERS AT THE SAME TIME?: YES NO

IF YES, HOW MANY?: _____

WILL PRESENTER(S) NEED ANY OF THE FOLLOWING ITEMS?:

- SPEAKER TIMER LECTERN LIGHT CLOCK

WILL THERE BE PANELS?: YES NO

IF YES, PLEASE DESCRIBE?: _____

ARE MICROPHONES NEEDED?: YES NO IF YES, PLEASE LIST BELOW:

QUANTITY	DESCRIPTION
	HANDHELD WIRELESS MICROPHONES
	LAV WIRELESS MICROPHONES
	HEADSET WIRELESS MICROPHONES
	PODIUM MICROPHONES
	WIRELESS MICROPHONES FOR Q&A
	OTHER (PLEASE DESCRIBE)

ARE STAGE MONITORS NEEDED?: YES NO

WE RECOMMEND 2 STAGE MONITORS FOR EACH
PODIUM OR 1 STAGE MONITOR EVERY 8 FEET
FOR ROAMING PRESENTERS.

IF YES, HOW MANY?: _____

ARE WIRELESS IN-EAR MONITORS NEEDED?: YES NO

EACH USER WILL NEED PERSONAL USE
EAR BUDS. THESE MUST BE PURCHASED IN
ADVANCE.

IF YES, HOW MANY?: _____



ARE HEARING IMPAIRED SYSTEMS NEEDED?: YES NO

ADA REGULATIONS REQUIRE HEARING IMPAIRED SYSTEMS. WE RECOMMEND 4 SYSTEMS BE AVAILABLE PER 100 ATTENDEES.

IF YES, HOW MANY?: _____

IS SOUND NEEDED FOR ENTERTAINMENT/BAND/DJ?: YES NO

PLEASE NOTE: WE WILL INCLUDE, HOWEVER ESTIMATE IS SUBJECT TO RIDER REVIEW.

IF YES, PLEASE ATTACH RIDER

WILL ANY DEVICES NEED AUDIO INPUT?: YES NO IF YES, PLEASE LIST BELOW:

QUANTITY	DESCRIPTION
	PC COMPUTERS
	MAC COMPUTERS
	iPad
	MP3 Players
	OTHER (PLEASE DESCRIBE)

LIGHTING

WHAT IS THE COLOR SCHEME FOR THIS PRODUCTION?: _____

DO YOU WANT A ROOM WASH COLOR OR UPLIGHTING?: YES NO

IF YES, DESCRIBE THE LOOK AND SATURATION: _____

THESE SYSTEMS CAN BE COLOR CHANGING.

WHAT ARE YOU WANTING TO LIGHT UP (PLEASE BE SPECIFIC AS POSSIBLE)?:

WILL THERE BE MULTIPLE LIGHTING CUES?: YES NO

IF YES, HOW MANY?: _____



ARE FOLLOW SPOTS NEEDED?: YES NO IF YES, HOW MANY?: _____

ARE GOBO PROJECTIONS NEEDED?: YES NO IF YES, HOW MANY?: _____

ARE THERE ANY "STAGE SPECIALS"?: YES NO
IF YES, HOW MANY?: _____
LOCATION (ROOM/STAGE): _____

IS ANYONE WORKING OFF STAGE?: YES NO
IF YES, PLEASE DETAIL: _____

DOES THE AUDIENCE NEED LIT AT ANY POINT IN THE PERFORMANCE?: YES NO
IF YES, PLEASE DETAIL: _____

DO YOU NEED AN INTERPRETATION SYSTEM?: YES NO
IF YES, HOW MANY RECEIVERS?: _____
HOW MANY LANGUAGES?: _____

IF USING LIVE ENTERTAINMENT, DO THEY HAVE A STAGE PLOT FOR LIGHTING AND CUES,
OR ARE THEY BRINGING IN A LIGHTING DESIGNER?: YES NO
IF YES, PLEASE ATTACH THE STAGE RIDER AND PLOT. WE WILL INCLUDE IN ESTIMATE BUT IT IS SUBJECT TO RIDER REVIEW.

DO YOU NEED THE LIGHTING TO CREATE AN IMPACT ON YOUR PRODUCTION RATHER
THAN JUST LIGHT THE STAGE?: YES NO
IF YES, PLEASE DETAIL: _____



ELECTRICAL

DOES THE VENUE HAVE 3 PHASE 200 AMP POWER AVAILABLE?: YES NO

IF YES, WHAT CONNECTION?: CAM-LOCK LUG-TAP

HOW FAR IS PANEL FROM STAGE?: _____

DOES THE VENUE HAVE AN ELECTRICIAN TO TIE IN?: YES NO

DOES THE VENUE HAVE A POWER USAGE CHARGE?: YES NO

IMPORTANT: MANY VENUES WILL BILL THE CLIENT DIRECTLY AND NOT THE PRODUCTION COMPANY FOR POWER USE.

ADDITIONAL SERVICES

ARE THERE ANY "BACKLINE" NEEDS?: YES NO

"BACKLINE" INCLUDES BACKSTAGE AMPLIFICATION FOR LIVE ENTERTAINMENT (INSTRUMENTS, DRUMS, AMPS ETC.)

IF YES, PLEASE ATTACH RIDER FOR EACH

DO YOU NEED ANY FLOOR GRAPHICS OR LOBBY SIGNAGE?: YES NO

IF YES, PLEASE SEND VECTOR IMAGE FILE WITH ALL FONTS ALONG WITH QUANTITY, SIZES AND LOCATIONS OF EACH.

DO YOU NEED REGISTRATION COUNTERS FOR EVENT?: YES NO

IF YES, HOW MANY?: _____

WILL YOU NEED COMPUTERS FOR AN INTERNET LOUNGE?: YES NO

IF YES, HOW MANY LOCATIONS?: _____

HOW MANY AT EACH LOCATION?: _____

ANY TRADE-SHOW PIPE AND DRAPE BOOTHS NEEDED?: YES NO

IF YES, HOW MANY?: _____

WHAT COLOR(S)?: _____



WILL YOU HAVE ANY SIGNAGE, EITHER ON STAGE OR HUNG FROM CEILING/RIGGING?:

WE REQUIRE A MEASURED DRAWING AND ESTIMATED WEIGHT, FROM THE BUILDER, FOR EACH PIECE. A COPY OF THIS INFORMATION MUST BE ATTACHED TO THE BACK OF EACH PIECE.

YES NO

IF YES, PLEASE LIST BELOW:

QUANTITY	DESCRIPTION	SIZE (LxWxH)	WEIGHT

IF YOU NEED MORE LINES, PLEASE ATTACH ON A SEPERATE SHEET.

IMPORTANT: PLEASE SEND A ROOM DIAGRAM AND ALL ADDITIONAL MATERIALS REQUESTED IN THIS WORKSHEET. PROVIDING YOU WITH THE BEST POSSIBLE SERVICE IS OF THE HIGHEST IMPORTANCE TO US. IF YOU NEED ANY FURTHER ASSISTANCE PLEASE DO NOT HESITATE TO CONTACT YOUR EVANS AUDIO VISUAL REPRESENTATIVE.

DATE:	
PREPARED BY:	
ADDRESS:	
CITY:	
STATE:	
ZIP:	
PHONE:	
FAX:	
EMAIL:	



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