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**PRODUCTION INFORMATION FOR RENTAL CLIENTS**

**DUE FOUR (4) WEEKS PRIOR TO EACH EVENT**

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| **TO THE ATTENTION OF:** | Production Office | | | | | | |
|  |  | | | |  | |  |
| **BY MAIL:** | Department of Communications and Production, Schulich School of Music of McGill University  Strathcona Music Building – 555 Sherbrooke Street West, Montreal, Quebec H3A 1E3 | | | | | | |
|  |  | | |  | |  | |
| **IN PERSON:** | Room C-208 |  |  | **E-MAIL:** | | production.music@mcgill.ca | |

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| **IMPORTANT: If this sheet is not completed and returned by the requested deadline,**  **we cannot guarantee that we will be able to provide you with the services you require.** |

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| **GENERAL** |  |
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| Name of organization or ensemble: |  |
|  |  |
| Person in charge of production: |  |
|  |  |
| E-Mail address: |  |
|  |  |
| Telephone number: |  |
|  |  |
| Date and time of performance: |  |
|  |  |
| Date and time of set-up:\* |  |
|  | * *Because the hall is extremely busy from September to June, we strongly encourage you to book your set-up time when booking the concert date, or at the latest eight (8) weeks before the concert.* |
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| ***The hall will be available to you, at no extra cost, a maximum of one-half hour before your rehearsal.*** | |

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| **PRODUCTION** |  |  | |  | |
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| *For all technical questions, please call Serge Filiatrault at 514-398-4535 extension 00321* | | | | | |
|  |  | |  |  | |
| Maximum number of **chairs** on stage at one time: | | | Maximum number of **stands** on stage at one time: | | |
|  |  | |  | |  |
| **Public address system (P.A.)** (one microphone with lectern): | | | Yes  No | |  |
|  |  | |  | |  |
| Do you need **choir risers**? | Yes; How many rows? \_\_\_\_\_\_\_\_\_\_ How many members? \_\_\_\_\_\_\_\_\_\_ | | | | No |
|  |  |  | | |  |
| Do you need **orchestra risers**? | Yes (please indicate placement on the attached stage set-up) | | | | No |
| Available : 4 @ 8” x 4’ x 8’ 2 @ 16” x 4’ x 8’ 2 @ 24” x 4’ x 8’ | | | | | |

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| INSTRUMENTS |  |  |

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| **PIANO USE (if applicable)** | **ONE PIANO** | **TWO PIANOS** | **YES** | **NO** |
| For solo playing? | | |  |  |
| For accompaniment? | | |  |  |
| For chamber music? | | |  |  |
| Within a large ensemble? | | |  |  |
| \*\* Will the piano be prepared? | | |  |  |
| \*\* Will there be playing inside the piano? | | |  |  |

\*\* *If yes to either of these questions, please give complete details in the “additional comments” section or on a separate sheet of paper. Carefully read the Piano Policy below.*

**REGULATIONS GOVERNING THE USE OF PIANOS**

1. The pianos will be maintained at a standardized pitch determined by the concert piano technician (A442). Pitch of the School’s pianos will not be altered under any circumstances.
2. Voicing and regulation are appropriate to each instrument and are determined by the concert piano technician. No requests for modification of voicing and regulation will be considered.
3. Pianos in Pollack Hall will be serviced only by technicians of the Schulich School of Music or their designated replacements.
4. Any case not covered by the above must be referred to the Piano Maintenance Committee and agreed to before the signing of a rental agreement for Pollack Hall or before the date of the first scheduled rehearsal.

**PIANOS**

*Steinway, New York 1997 (Ludo)*

* Playing in the piano is allowed when done according to the rules below.
* The piano may not have any preparation of the action, strings, interior, etc.

*Steinway, New York 2002 (Ohga)*

* Playing in the piano is allowed when done according to the rules below.
* The piano may not have any preparation of the action, strings, interior, etc.

*Steinway, New York 1975 (Helmuth)*

* Playing in the piano is allowed when done according to the rules below.
* The piano is available for repertoire with prepared piano. This preparation, including but not limited to markings on strings and/or dampers must be done in the presence of the concert piano technician.

**RULES FOR PLAYING IN THE PIANO AND OTHER EXTENDED PIANO TECHNIQUES**

Only the following actions are allowed:

* Pizzicato, with the fingertip or the fingernail only
* Muting
* Harmonics
* Silent depressed keys
* Glissando

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| **HARPSICHORD USE (if applicable)** | | | | |
| Pitch: | 392 | 415 | 440 | Other |
| Temperament: |  | | | |

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| **PORTATIVE ORGAN USE (if applicable)** | | | | |
| Pitch: | 415 | 440 |  |  |

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| **PERCUSSION INSTRUMENTS (if applicable)** | |  |
|  |  |  |
| Bass drum | Glock | Timpani |
| Chimes | Marimba (five octave) | Tom-tom |
| Conga and Bongo | Small Marimba | Vibraphone |
| Crotales | Tam-tam | Xylophone |

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| **AUDIO NEEDS** |

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| MICROPHONES (not including PA system) |  | STAGE MONITORS |  |
| Yes, how many | No | Yes, how many (maximum of 4) | No |

LAPTOP

Yes, I will be using a laptop  Yes, I would like to have sound patched through the laptop  PC  Mac

No

CD PLAYBACK

Yes  CD playback to be done on-stage  Live Sound Technician to handle live sound  No

DVD PLAYBACK

Yes  Commercial DVD  Copied DVD (please send us a copy 1 week before event to see if disc is compatible)

No

OTHER LIVE SOUND NEEDS (BE AS SPECIFIC AS POSSIBLE)

***NOTE: Live Sound services are available from September 1st to May 31st.***

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| **RECORDING INFORMATION** |

Is **CBC or Radio Canada** recording your concert?  Yes  No

If yes, what is the name of and phone number of the Producer?

and at what time will the Engineer(s) arrive?

Are you bringing **your own recording engineer** and equipment?  Yes  No

If yes, what is the name of and phone number of the engineer?

and at what time will the engineer(s) arrive?

Would you like **McGill University** to record your concert onto a CD?  Yes  No

***NOTE: Concert Recording services are available from September 1st to May 31st.***

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| **PARKING** |

Will you require any parking passes?  Yes How many? \_\_\_\_\_\_\_\_  No

2016-17 Parking Rates (rates may change without further notice):   
Weekdays - $20.00 Weeknights (as of 5:00 pm) - $11.00 / Weekends - $11.00

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| **RECEPTION** |

Please note that the East Lounge is not available for receptions or lectures for the 2016-17 concert season. Our apologies for any inconvenience this may cause.

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| **FRONT OF HOUSE** |

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|  | **YES** | **NO** |
| Coat check attendant and facilities |  |  |
| ~~Pre-event reception in East Lounge~~  ~~Arrival of deliveries \_\_\_\_\_\_\_\_\_\_ Set-up \_\_\_\_\_\_\_\_\_\_ Start-time \_\_\_\_\_\_\_\_\_\_~~ |  |  |
| ~~Reception at intermission in East Lounge~~  ~~Arrival of deliveries \_\_\_\_\_\_\_\_\_\_ Set-up \_\_\_\_\_\_\_\_\_\_ Start-time \_\_\_\_\_\_\_\_\_\_~~ |  |  |
| ~~Post-event reception in East Lounge~~  ~~Arrival of deliveries \_\_\_\_\_\_\_\_\_\_ Set-up \_\_\_\_\_\_\_\_\_\_ Start-time \_\_\_\_\_\_\_\_\_\_~~ |  |  |
| ~~Pre-event lecture in East Lounge~~ |  |  |

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| **PUBLICITY** |

Please note that concerts taking place in Pollack Hall are posted on our website **free of charge**. **Only** the following information will be included on the web: Ensemble, Location, Date and Time, and link to the rental client’s website.

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| **BOX OFFICE** |

Please refer to the Ticket Sales Request Form, if you wish to use our Box Office services to print or sell your tickets.

**We wish box office personnel to assist us on the night of the concert.**

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| **ADDITIONAL COMMENTS** |

* You must complete the section titled “STAGE PLACEMENT”.
* Pollack Hall is handicapped accessible via the entrance at 555A Sherbrooke Street West (15 metres east of the main entrance). Please note that although the access is permitted, parking in that lot is not. For more information, the public should dial (514) 398-4547.

Signature Date