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| Schulich_Vert BW | Tanna Logo |

**PRODUCTION INFORMATION FOR RENTAL CLIENTS**

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

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| **TO THE ATTENTION OF:** | Production Office |
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| **BY MAIL:** | Department of Communications and Production, Schulich School of Music of McGill UniversityStrathcona Music Building – 555 Sherbrooke Street West, Montreal, Quebec H3A 1E3 |
|  |  |  |  |
| **IN PERSON:** | Room C-208 |  |  | **E-MAIL:** | production.music@mcgill.ca |
| **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.* |
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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* |
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| 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 |  |
| **Projector and Screen – If yes, please give complete information under Additional Comments as to what will be projected and where the laptop will be (on stage or at the back of the hall)**: | [ ]  Yes [ ]  No |  |
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| Do you need **choir risers**? | [ ]  Yes, how many rows?  | How many members  | [ ]  No |
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| **INSTRUMENTS**  |  |  |

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| **PIANO USE (if applicable)** |  |  | **YES** | **NO** |
| Do you require the use of the piano? | [ ]  | [ ]  |
| \*\* 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**

*Yamaha 2005*

* 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.

**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 |  | STAGE MONITORS |  |
| [ ]  Yes, how many  | [ ]  No | [ ]  Yes, how many (maximum of 4)  | [ ]  No |

WOULD YOU LIKE THE EVENT PROJECTED IN STEREO?

[ ] Yes [ ]  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

2017 – 2018 Parking Rates: (valid until May 2018)

 Weekdays - $22.00 Weeknights (as of 5:00 pm) - $12.00 / Weekends - $12.00

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| **RECEPTION** |

You may organize a reception in the Elizabeth Wirth Lobby of Tanna Schulich Hall. Please check the availability of the venue with the Production Supervisor at the time of reservation of Tanna Schulich Hall.

External organizations wishing to hold an alcohol-related event in a rented McGill facility that is not licensed shall obtain a Landlord’s Letter of Authorization from McGill Alcohol Permits Administration by calling at (514) 398-7687 or at permits.residences@mcgill.ca) and request a “reunion permit” from the Régie des Alcools, des courses et des jeux at least two (2) months before the event. Once receiving the Landlord’s Letter of Authorization and “reunion permit”, please send them to the Régie des Alcools, des courses et des jeux along with the stipulated fee at least fifteen (15) working days before the date of the event. If you do not obtain your permit in time for the event, we cannot allow the serving of alcoholic beverages on the premises.

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| **FRONT OF HOUSE** |

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|  | **YES** | **NO** |
| Coat check attendant and facilities | [ ]  | [ ]  |
| Pre-event reception in Elizabeth Wirth LobbyArrival of deliveries \_\_\_\_\_\_\_\_\_\_ Set-up \_\_\_\_\_\_\_\_\_\_ Start-time \_\_\_\_\_\_\_\_\_\_   | [ ]  | [ ]  |
| Reception at intermission in Elizabeth Wirth LobbyArrival of deliveries \_\_\_\_\_\_\_\_\_\_ Set-up \_\_\_\_\_\_\_\_\_\_ Start-time \_\_\_\_\_\_\_\_\_\_  | [ ]  | [ ]  |
| Post-event reception in Elizabeth Wirth LobbyArrival of deliveries \_\_\_\_\_\_\_\_\_\_ Set-up \_\_\_\_\_\_\_\_\_\_ Start-time \_\_\_\_\_\_\_\_\_\_  | [ ]  | [ ]  |
| Pre-event lecture in Elizabeth Wirth Lobby | [ ]  | [ ]  |

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| **PUBLICITY** |

Please note that concerts taking place in Tanna Schulich 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 a 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”.
* Tanna Schulich Hall is handicapped accessible via the entrance at 527 Sherbrooke Street West (corner Aylwin Street). Please note that although the access is permitted, parking in the lot is not. For more information, the public should dial (514) 398-4547.

Signature Date