

Northern Illinois University
Student Involvement and Leadership Development
Production Services (PPS) Request Form

Date of Request ____/____/____

EVENT: _____ Date of Event ____/____/____

Est. Start Time: _____ Est. End Time: _____

Sponsoring Group/Organization: _____ Acct. #: _____

Event Coordinator: _____ Phone #: _____

Faculty Advisor: _____ Phone #: _____

Performance Group Contact: _____ Phone #: _____

PPS Crew (s) Requested: (Please make a check mark in the following blanks below as to which service/crew is needed)

Stage Crew: _____ Hospitality Crew: _____ Ticketing: _____ Marketing: _____

Please describe the event to take place. Include all aspects that may be related to this request.

Please use separate page if needed. (circle all that apply) Music Theatre Speaker Dance Other _____

To help us estimate the cost of Personnel and equipment (if applicable) please complete the following:

Venue/Location of Event: _____

Is a contract for Venue completed? _____

If outdoors, is there a rain location: _____ If so, where? _____

Estimated attendance: High # _____ Low # _____ Will ushers/security be needed? _____

Ticket services needed? _____

Is the performing group needing set-up assistance? _____

Does the performing group travel with road crew? _____

Do you have a copy of the artist contract and list of requirements? (rider) _____

Who will be confirming specifics of the event/show with artist? _____

Are you requesting staging? _____ Estimated Stage Dimensions: _____

Is Hospitality for Artist requested? _____

Have you contracted a sound vendor? _____ If yes, Who? _____

Have you contracted a lighting vendor? _____ If yes, Who? _____

Is Electricity needed for: (circle all that apply) Sound Lighting Other _____

Other than Sound and /or Lights, will electricity be needed for anything else? If yes, please explain.

OVER

Group: _____ **Event:** _____

Please note the following when requesting Program Production Staff (PPS) Services:

- **SILD Technical Director and Production Manager must be contacted for services no less than three (3) weeks prior to event.**
- **SILD Technical Director and Production Manager MUST be contracted before organization contracts with performing group or contract points may not be able to be fulfilled.**
- **Any costs provided are only estimates and are exclusive of transportation or additional charges.**
- **PPS services are available on a FIRST COME, FIRST SERVE basis. PPS reserves the right to refuse any requests based on previous commitments, late requests, or worker safety.**
- **PPS Services are not actually reserved until this form is signed by SILD Technical Director and Production Manager.**
- **A copy of ALL Contract Riders and show advances must be given to Technical Director and/or Production Manager at time of service request.**
- **PPS requests that the organizational representative be present during all times crews will be needed.**
- **Any questions relating to this form can be directed to the Technical Director at the SILD Office at (815) 753-1421, and the Production Manager at (815) 753-0509.**

We, the undersigned, fully agree that the Program Production Staff (PPS) are paid personnel and the sponsoring group/organization is responsible for full payment of PPS services. Furthermore, equipment and material resources of the PPS are available on a rental basis and the group/organization is responsible for payment of these rental charges.

Event Coordinator	Date	Faculty Advisor	Date

For Office Use Only:

Technical Director	Production Manager
Approved: _____	Date: _____
Crews Needed:	Stage: _____
	Security: _____
	Hospitality: _____

Notes:

