

# THE NORVA

317 MONTICELLO AVENUE  
NORFOLK, VA 23510  
757-627-4547/757-622-5919 FAX

## VENUE/PRODUCTION CONTACT

WILL ROWE  
Cellular 757-435-0853

STAGE MANAGER CHUCK SMITH-757-348-2273

### CONCERT/TOUR NAME:

\_\_\_\_\_

### DATE: DAY: TIME DOORS OPEN: TIME SHOW STARTS:

\_\_\_\_\_

### BACKLINE NEEDED: SUPPLIED BY: CONFIRMED WITH:

\_\_\_\_\_

### PAYMENT TYPE:

CASH: YES CHECK MADE PAYABLE TO: \_\_\_\_\_

FEDERAL ID NUMBER: \_\_\_\_\_

### CONTACTS: NAME: PHONE NUMBER:

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Front of House		
Monitor		
Lighting		
Tour Manager		
Production Manager		
Other		+

### LOGISTICS

Time of Arrival \_\_\_\_\_  
Time of Load In \_\_\_\_\_ Soundcheck \_\_\_\_\_  
How Many Sets \_\_\_\_\_ Set Times: \_\_\_\_\_ Length: \_\_\_\_\_  
Support # of Sets \_\_\_\_\_ Set Times: \_\_\_\_\_ Length: \_\_\_\_\_  
Curfew Time \_\_\_\_\_  
Riggers Yes \_\_\_\_\_ No \_\_\_\_\_ How Many \_\_\_\_\_  
Spotlights Yes \_\_\_\_\_ No \_\_\_\_\_ How Many \_\_\_\_\_  
Stagehands Load In \_\_\_\_\_ Load Out \_\_\_\_\_ Other \_\_\_\_\_  
Number of Vehicles Buses \_\_\_\_\_ Trucks \_\_\_\_\_ Trailers \_\_\_\_\_  
Camera Yes \_\_\_\_\_ No \_\_\_\_\_  
Audio Yes \_\_\_\_\_ No \_\_\_\_\_  
Video Yes \_\_\_\_\_ No \_\_\_\_\_  
Merchandising \_\_\_\_\_ Deal \_\_\_\_\_ Artist Sells \_\_\_\_\_ Venue Sells \_\_\_\_\_

### HOSPITALITY

Breakfast \_\_\_\_\_ How Many \_\_\_\_\_ Time \_\_\_\_\_  
Lunch \_\_\_\_\_ How Many \_\_\_\_\_ Time \_\_\_\_\_  
Dinner \_\_\_\_\_ How Many \_\_\_\_\_ Time \_\_\_\_\_  
Vegetarians \_\_\_\_\_ How Many \_\_\_\_\_ Vegans \_\_\_\_\_

### HOTELS

Name of Hotel \_\_\_\_\_  
Name Registered to \_\_\_\_\_  
Will you need \_\_\_\_\_ Transportation \_\_\_\_\_ Rental Car \_\_\_\_\_ Runner \_\_\_\_\_ Other \_\_\_\_\_