

THE BARRON THEATRE – APPLICATION FORM 2018-19

Welcome to the Barron Event Application Form; we are so excited that you are interested in working with us for your event! This form will give us a better understanding of who you are and what your project entails – the more detail that you can give us, the better.

For information about the Barron space itself, and its capabilities, please see the 'Using the Barron – a Handy Guide', available on our website. If you have any questions at all, and to submit a form, just email barron@st-andrews.ac.uk!

Section 1 – Key Information

- Name of Event:

- Name of Event Group/Host:

- Estimated Event Length:

- Primary Contact Name and Position:

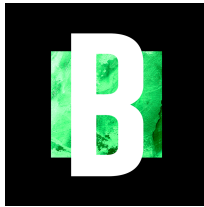
- Contact Email Address:

- Contact Telephone Number:

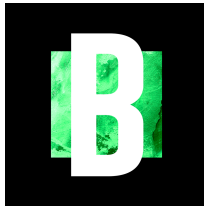
- Numbers Involved in Organising Event:

- Intended Audience Numbers:

- Preferred Event Date & Time (N.B, does not guarantee that you will get this slot - this is to aid the Programming team):



- Do you have your own technician? Are they trained to operate the Barron? (If no to either of these, please contact barron@st-andrews.ac.uk with your technical personnel requirements):
- Briefly describe the general technical vision of your event:
- Does your show require lights? If so, detail your plan for this:
- Does your show require sound? If so, detail your plan for this:
- Does your show require projection? If so, detail your plan for this:
- Does your show require props? If so, detail your plan for these:
- Does your show require set? If so, detail your plan for this:
- If you have any other technical plans that do not fall into these categories, please detail them below.

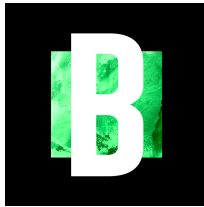


Section 4 – Use of the Barron Space and Ticket Sales

We're trying to make the Barron as accessible as possible to everyone. We have the ability to make limited rehearsal space available to you either in the Barron or university buildings.

- Do you require rehearsal space booked through the Barron?
- Do you require use of the Barron Dressing Room? If so, for when and for how long?
- Do you require use of the Barron Workshop? (If yes, outline what you will be using it for)
- Outline your seating plan for the Barron. Suggested seating plans are in the Barron Info Pack.
- Estimate the get in and get out times for your event (The Barron is not able to guarantee this time until the event is programmed)
- Do you require the Barron to run your box office?

Thank you for filling out this form. Any questions should be forwarded to barron@st-andrews.ac.uk.



Section 5 – Marketing

The Barron will be able to assist with marketing – while we won't be able to make promotional material for you, we can use our website and social media to publicise your event.

If you do not have the following information now, please make sure it's sent to us at least 4 weeks before your event, and in the meantime, fill out as much as you can!

- Please include your marketing plan ideas, this can include social media, physical publicity, flyers etc. Attach any publicity designs if possible:

- Social media burb (50 words):

- Website Blurb (100 words):

- List of cast and crew:

- Links to your social media: