

歸仁文化中心 節目演出徵詢表
Performance Information Form
Gueiren Cultural Center

此表格由演出團體之舞監或技術負責人填寫，裝台、彩排、演出時間請依照申請租借之公文，本表請於演出前 1 個月郵寄至本中心或電郵至：，svea18@mail.tainan.gov.tw。

This form should be filled in by the stage manager (SM) or technical director (TD) in charge of the performance organisation. The set-up, rehearsal and performance time filled in this form should be the same as stated in the official rental application letter. This form should be sent to the Gueiren Cultural Center by post or by email to: svea18@mail.tainan.gov.tw no later than one month prior to the event.

請以打勾表示選項

Tick where applicable

節目名稱Program Title:

主辦單位Organized by:

演出團體Performed by:

節目分類Event Type: 索票Free 售票Paid

親子節目Family program:

是Yes (適合七歲以下兒童觀賞) (suitable for children under seven)

否No

裝台日期 Set-up Time:

自 From _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm)

至 to _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm)

(使用冷氣 air conditioning)

彩排日期 Rehearsal time:

自 From _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm) 至 to _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm)

(使用冷氣air conditioning)

演出日期 Event time:

自 From _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm) 至 to _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm)

(使用冷氣 air conditioning)

工作人員Number of crew: _____人persons;

到達時間Arrival time: _____ (年yyyy/月mm/日dd) _____ (時hh 分mm)

表演人員Number of performers: _____人persons;

到達時間Arrival time: _____ (年yyyy/月mm/日dd) _____ (時hh 分mm)

節目單Programme: 免費Free 售; Paid at NTD__ per copy

節目時間Event time

開演時間Opening at: _____ (時hh: 分mm)

結束時間Ending at: _____ (時hh: 分mm)

上半場First part: _____分鐘minutes

中 場Interval Second part: From _____ (時hh 分mm) 至to_____ (時hh分mm); 共_____分鐘total

無中場No interval

下半場Second part: _____分鐘minutes

總 計Total length: _____分鐘minutes (含中場休息) (interval included)

前台Front desk

1.觀眾進場時間: Entry is at _____ (時hh: 分mm)

2.遲到觀眾放行Late arrivals:

遲到觀眾不得入場Late arrivals are not allowed in.

遲到觀眾入場時間為Late arrivals will be let in at: __ (時hh: 分mm)

每首曲目結束皆能安排進場Entry may be allowed at the end of each piece

其他other: _____

3.演出保留位置Reserved seats:

(1)於觀眾席架設錄影機或定點拍照For filming equipment or camera at a fixed place

無No 有, Yes, 座位: 排Row __號Number __ &排Row __號Number __

(2)架設控制桌For control table

無No 有Yes; 音響Sound 燈光Lighting 投影機Projector

(3)貴賓席位For VIP:

無No 有Yes, 座位: from____排Row____號Number至to____排Row____號Number ____

(4)其他Other (請註明原因) (please specify the use): _____

座位: from____排Row____號Number至to____排Row____號Number

4.演出人員因節目需要, 於演出中需進出觀眾

As part of the event, performers are required to access the seating area.

無No

有Yes, 時間或曲目specify when or during which pieces: _____;

地點: Location: _____

5.其他公開活動 (如: 簽名、照相、握手等)

Other public activities (such as autographs, photographs, handshakes, etc.)

無No 有Yes, __ will be carried out for __ minutes from __ (時hh:分mm) to __ (時hh:分mm)

6.安可曲Encore performances 無No 有Yes, __ piece(s)

7.演出結束後由後台側舞台安排獻花

After the performance, bouquet(s) of flowers will be presented from the side of backstage.

無No 有Yes(One person may present one bouquet. Maximum two persons.)

8.錄影及拍照工作人員Filming and photographing personnel: _____人persons (TCC staff vest should be worn.)

9.同意本中心攝影Do you agree for TCC to film or take photos of the event?

是Yes 否No

※用於中心年度成果建檔, 如未勾選視同同意; 如不同意

請於活動前 2 個月告知, 並於演出結束後提供照片 10 張。*For the use in the TCC annual reports. Leaving this question unanswered will be deemed approved. Disagreement should be informed no later than two months prior to the event and in such cases, ten photos should be provided after the performance.

10.前台負責人及工作人員各一名Names of the responsible person at front desk and one other personnel: _____、_____

11.工作人員識別證: 請團隊自行製作, 如未佩帶識別證或著統一服裝, 禁止出入後台、舞台及攝錄影。 Staff identification badges should be produced by the performance organisation. Anyone not

wearing staff badge or uniform will be denied access to the backstage, the stage and not allowed to film or take photos.

12.其他需求說明Other requirements:

舞台Stage

- 1.大幕Main curtain 使用昇降大幕Roll drop 使用對開大幕Traveller 不使用Not required
- 2.反射版Acoustic shell 使用Required 不使用Not required
- 3.演出結束後之預估工作時間Estimated working time after the performance: _____minutes
- 4.其他特殊使用說明Other information: Make sure to indicate any use of water or stage effects and describe in details if there is any.

音響Sound

Note: the system is valuable and the user is liable for any damages.

1.音響系統Sound system:

自備器材並執行Equipment will be prepared and operated by the performance organisation

※信號線請自行準備Signal lines will not be provided

輸入本中心系統Signals will be fed into the system of the Hall

本中心提供音響The sound system provided by the Hall will be used.

2.舞台監聽喇叭Stage monitoring speaker 使用Required 不使用Not required

3.麥克風Microphone 使用Required _____支piece(s) 不使用Not required

4.麥克風腳架Microphone stand 使用Required _____支piece(s) 不使用Not required

5. Intercom (對講機) (walkie-talkie) 使用Required _____支piece(s) 不使用

6.外加音響廠商Supplier of additional sound equipment:

7.其他需求說明Other requirements:

燈光Lighting

1.外接電力Additional power supply 是Yes 否No

2.追蹤燈Follow spots 使用Required 不使用Not required

3. Console 使用Required 外接 External console

4.外接External dimmer 是Yes 否No

5.外加燈光廠商Supplier of additional lighting:

6.其他需求說明Other requirements:

※本中心音、燈控人員黃文藝先生，電話：06-3306505 轉 106 或 114

*TCC sound and lighting operator, Mr. Huang Wenyi, Tel: 06-3306505 ext. 106 or 114

後台設施Backstage facilities

1. 合唱台 (共 5 座) Choral riser (5 available)

使用_____ set(s) will be required 不使用Not required

2. 桌子 (共 10 張) Table (10 available)

使用_____ piece(s) will be required 不使用Not required

3. 椅子 (共 50 張) Chair (50 available)

使用_____ piece(s) will be required 不使用Not required

4. 主持台Emcee podium

使用Required 不使用Not required

5.其他需求說明Other requirements:

◎請指定統籌/執行舞監 1 人，以連絡節目演出執行細節

*A coordinator or executive stage manager should be named as the contact person for further information on the event organisation: _____

電話Telephone:

傳真Fax:

電子信箱Email address:

◎演出技術連絡人*Technical Contact: _____

電話Telephone:

傳真Fax:

電子信箱Email address: