LEHMAN STAGES
How You Present Yourself.

Addendum to Facility Use Agreement – Graduation Ceremonies
Please fill in all information and sign the bottom

Name of Institution: _____

Address: _____

Name of event: _____

Date: _____

Time: _____

Set-up: _____

Audience Arrival: _____

Conclusion: _____

Strike: _____

*Overall number of people attending: _____

Number of students graduating: _____

Number of staff attending: _____

Number of guests expected: _____

Invited/Confirmed VIP's (Security) _____

Location of graduation for the prior year: _____

Number of attendees from prior year: _____

Contact for venue from prior year (Reference) _____

Phone: _____

Contact Person: (day of event) _____

Title: _____

Phone (work): _____

Phone (Emergency): _____

Email: _____

Signature "USER" _____

Date _____

*Lehman Stages will control and issue to the school, all tickets for the graduation. Lehman Stages will record the beginning and ending numbers for all tickets issued. The number of tickets will not exceed the theatre's maximum legal capacity (476 seated – 67 on stage including all faculty, staff and guests.) The tickets will be ordered by Lehman Stages and will be made resistant to counterfeiting by the manufacturer. User will be responsible for all printing costs. User must submit to Lehman Stages a count of the number of tickets distributed two days prior to the event.