

臺南市政府文化局新化演藝廳表演藝術節目  
演出徵詢表

Art Performance Program Information Form  
Xinhua Performance Hall,  
Cultural Affairs Bureau, Tainan City Government

<p>注意事項 Note</p>	<p>1. 本表請於演出前 10 日寄達本局永華文化中心管理科，寄出後請應電洽承辦人確認，未依期限內寄回者，由演出單位自行負責。This form shall be sent to Yonghua Cultural Center Management Division no later than ten days prior to the event. Please call and inform the handling person as soon as the form is sent. The performance organisation is responsible for failure to meet the deadline.</p> <p>2. 裝臺、彩排時間，請事先電話聯絡本局承辦人確認後，再填寫此表。Call and check with the Cultural Affairs Bureau for set-up and rehearsal time before filling in this form.</p> <p>3. 聯繫方式 Contact Information I 電話：06-2692864 轉 608 Telephone 06-2692864 ext. 608 傳真 Fax 06-2897913：陸小姐 Miss Lu 地址：701 臺南市東區中華東路三段 332 號 Address: No. 702, 3rd Section, Jhonghua East Road, East District, Tainan City E-Mail: ufo1120@mail.tainan.gov.tw</p> <p>4. 聯繫方式二 Contact information II 電話：06-5907609 或 0912123003 康先生 Telephone: 06-5907609 or 0912123003 Mr. Kang 傳真 Fax: 06-5903013: 06-5903013 地址：71242 臺南市新化區信義路 142 - 1 號（新化國小旁）Address: 71242 Tainan City, Sinhua District, Sinyi Road 142 - 1 (near Sinhua Elementary School)</p>
<p>基本資料 Basic Information</p>	<p>演出單位 Performance Organisation: 節目名稱 Title of program: 領隊姓名 Name of leader: 聯絡人姓名 Contact person: 聯絡人電話 Contact number:</p>
<p>節目內容 Program Content</p>	<p>節目日期、時間 Date and 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)</p> <p>節目長度 Duration: _____ minutes in total 上半場 First part _____ 分鐘 minutes; 下半場 second part _____分鐘 minutes; 中場休息時間 interval _____分鐘 minutes 安可曲 Number of encore performances: _____ 首 piece(s)(for about _____ minutes)</p>
<p>裝台 (預訂裝台時間，請事先電話聯絡本局承辦人確認後，再填寫此欄。) Set-up (Call and check with the Cultural Affairs Bureau before filling in this section.)</p>	<p>※ 非演出當日之裝台，請於新化演藝廳上班時間 9：00~17：30 進行* Except for set-up on the day of performance, set-up should be carried out during Xinhua Performance Hall office hours (9:00-17:30)</p> <p>工作人員 Number of crew: _____ 人 person(s) 到達日期、時間 Arrival date and time: _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm) 裝台日期、時間 Set-up date and time: (兩日以上者，請分別填寫) (Specify respectively if more than one day) _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm)</p>

<p>彩排 (預訂彩排時間, 請事先電話聯絡本局承辦人確認後, 再填寫此欄。) Rehearsal (Call and check with the Cultural Affairs Bureau before filling in this field.)</p>	<p>※ 非演出當日之彩排, 請於新化演藝廳上班時間 8: 00~17: 30 進行* Except for rehearsal on the day of performance, rehearsal should be carried out during Xinhua Performance Hall office hours (9:00-17:30) 表演人員 Number of performers: _____ 人 person(s); 到達日期、時間 Arrival date and time: _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm) 彩排日期、時間: Rehearsal date and time (兩日以上者, 請分別填寫) (Specify respectively if more than one day will be required for rehearsal.) _____ (年 yyyy/月 mm/日 dd) _____ (時 hh 分 mm)</p>
<p>燈光音響 Lighting &amp; sound system</p>	<p><input type="checkbox"/> 請局人員設計執行 (比賽場及非本局主辦之活動不適用)。Designed and operated by the Cultural Affairs Bureau personnel. (Not applicable for events organised by an external organisation or competitions.) <input type="checkbox"/> 由演出單位自備器材並設計執行 (信號線及燈光音響設備請演出單位自行準備, 本廳只提供白光)。Designed and operated by the performance organisation with equipment prepared by the performance organisation. (The white wash light only is provided by the Performance Hall, while the signal lines as well as lighting and sound equipment should be prepared by the performance organisation.) <input type="checkbox"/> 由演出單位自備器材並設計執行, 但需輸入音樂廳系統(演藝廳只提供信號線) Designed and operated by the performance organisation with equipment prepared by the performance organisation. Use of the output system of the Performance Hall is required. (Signal lines only will be provided by the Performance Hall.)</p>
<p>表演設備 Stage Equipment</p>	<p>鋼琴 Piano: <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No。( <input type="checkbox"/> 440 Hz; <input type="checkbox"/> 441 Hz ; <input type="checkbox"/> 442 Hz) 『鋼琴型號: 河合第六號』(比賽場請自備鋼琴及相關樂器設備) Piano Model: Kawai No. 6. Pianos and relevant musical instruments are not provided for competitions. 鋼琴調音 Piano tuning: 請演出單位自行處理 (本中心一年只固定調音兩次) Piano tuning should be executed by the performance organisation if required. (The piano is scheduled by the TCC to be tuned twice a year.)  演奏椅 Number of performance chair(s): __張 合唱台 Choral riser: <input type="checkbox"/> 是 Yes (請演出單位自行擺設, 並於節目結束後收妥) (The choral riser should be moved and installed by the performance organisation and restored to its original position after the event.) <input type="checkbox"/> 否 No 主持人 Moderator: __ 人__ person(s); 主持台 Podium: <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No 譜架、高空投影機 Music stand and projector: 請演出單位自備 not provided 後台報幕 Background announcement: <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No 獻花及獻花對象: (花束請演出單位準備) bouquet(s) of flowers will be present to __.(The bouquets should be prepared by the performance group.) 所有場觀眾獻花禁止從前台帶入, 一律由後台獻花。 It is not allowed to bring a bouquet from the seating area to the stage. All bouquets to be presented should be brought from the backstage.</p>
<p>前台 (大廳) 需求 Front Desk</p>	<p>節目單 Programmes: <input type="checkbox"/> 免費 free;; <input type="checkbox"/> 出售 paid, 售價 at NTD__ per copy, 但同意免費提供局 10 份存檔 Ten copies are agreed to be given to the Cultural Affairs Bureau for archives.</p>

	長桌 Number of long table(s): __ 張 (由演出單位自行佈置)。(Tables should be handled and arranged by the performance organisation).
錄影 Filming	<p>※錄影人員應於開場前向局承辦人員領用攝影證。* Filming personnel should retrieve a "Photographer Permit" from the handling person of the Cultural Affairs Bureau before the event begins.</p> <p><input type="checkbox"/>是 (由演出單位自行錄影) Yes (filmed by the performance organisation)</p> <p><input type="checkbox"/>否 No</p>
拍攝 Photographing	<p>※拍攝人員應於開場前向局承辦人員領用攝影證。禁用閃光燈。* Photographing personnel should retrieve a "Photographer Permit" from the handling person of the Cultural Affairs Bureau before the event begins. Flash light is prohibited.</p> <p><input type="checkbox"/>演出單位自行攝影人員 _____ photographer(s) will be appointed by the performance organisation to take photos.</p> <p><input type="checkbox"/>同意局派員攝影 It is agreed that the Cultural Affairs Bureau may take photos of the event.</p> <p><input type="checkbox"/>不同意局派員攝影, 但同意免費提供局演出照片 5 至 10 張存檔 It is not agreed that the Cultural Affairs Bureau may take photos of the event. However, five to ten photos will be provided free of charge to the Cultural Affairs Bureau for documentation.</p>
特效 Special Effects	<p>※演藝廳內嚴禁使用爆破、煙火等涉及公共安全性之危險用品, 若演出現場另有噴煙(乾冰)之特殊效果, 請事先於演出徵詢表上註明, 俾利現場安全維護(無則免填)。*Explosives, fireworks or other items hazardous to public safety is strictly prohibited in the Performance Hall. For safety reasons, special effects such as smoke (by using dry ice) during the performance shall be indicated on this form prior to the event. (Leave blank if not applicable.)</p> <p><input type="checkbox"/>演出有噴煙(乾冰)特殊效果。Smoke effect (by using dry ice) during the performance</p> <p><input type="checkbox"/>其他 other</p>
其他須支援事項: Other requirements	
備註 Remarks	<p>※鄰近餐廳(推薦): * Restaurant (recommended):</p> <p>銘滿便當 Mingman 06-5900469; 佳園便當 Jiahuan 06-5909279</p> <p>飲料 Beverage: 台灣茶渠 Channel Tea 06-5985908</p> <p>※ 舞臺尺寸 Stage dimensions 寬 15 公尺 深 6.5 公尺 高 6.7 公尺 15 m in width x 6.5 m in depth x 6.7 m in height</p> <p>※ 鋼琴 Piano 河合第六號 Kawai No. 6</p>

填表人簽名: 填表日期: 年 月 日

Signature of the applicant: \_\_\_ on \_\_\_ (yyyy/mm/dd)