



29 N. San Pedro Street
 Suite 200
 San Jose, CA 95110
www.tabardtheatre.org/TOSPS



5663 Chambertin Drive
 San Jose, CA 95118
 408-979-0231
www.tabardtheatre.org
at Theatre on San Pedro Square

GUEST COMPANY EVENT STAFF CONTACT INFORMATION

Please identify name and mobile phone number for the following onsite personnel required for your event. Please return this page to the Facilities Manager as early as possible prior to your event.

Guest Company:

Name: _____ Office phone: _____

On-site event manager:

Name: _____ Mobile phone: _____

Technical liaison/director (if different from above):

Name: _____ Mobile phone: _____

Soundboard operator:

Name: _____ Mobile phone: _____

Light board operator:

Name: _____ Mobile phone: _____

On-site Box Office staff:

Name: _____ Mobile phone: _____

Lobby attendant:

Name: _____ Mobile phone: _____

Usher:

Name: _____ Mobile phone: _____

Usher:

Name: _____ Mobile phone: _____

If Guest Company does not have adequate staff to fill the above requirements, technical and house staff are available from Tabard for a fee.