



Open Captioning Request Form:

(Please complete and return to Kristen Link,
Director of Education, City Theatre Company.)

Producer (ex., City Theatre Company): _____

Performance Venue:

Performance Name: _____

Performance Date: _____

Open Captioning Operator: _____

House Manager/OC Organizer: _____

Please answer the following questions:

Has the OC Organizer and/or Operator been trained by City Theatre? _____

If the date requested is not available, do you have an alternate performance date?

Has your organization provided City Theatre with proof of insurance? (If not, please attach Certificate of Liability Insurance): _____

Questions?

Contact Kristen Link or Brad Peterson at City Theatre.

klink@citytheatrecompany.org

bpeterson@citytheatrecompany.org/412.431.4400

Once your request has been approved, you will be contacted by a staff member at City Theatre to arrange an equipment inspection and pickup time.

THANKS!