



## OPEN CAPTION REQUEST FORM

*Provided by City Theatre*

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): \_\_\_\_\_

### **Next Steps**

Contact Katie Trupiano at City Theatre at [ktrupiano@citytheatrecompany.org](mailto:ktrupiano@citytheatrecompany.org) and make sure to include this completed form. 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. Thank you!