

Load-In/Delivery & Load-Out

Scheduling Form

Revised 10/12/07

Load-ins/deliveries and load-outs must be approved in advance by Studio Building Administration. New 42nd Street Studios reserves the right to stop any unauthorized loading at any time. Loading is approved based on the activities in the building and the order in which requests are received. Please submit your request as far in advance as possible – at least 24 hours.

Please fill out the following

Producer / Company _____

Name of show (if applicable) _____

Contact Name & Title _____

Studio / Office _____

This is a Load-In/Delivery Load out

Who will load? Your company Contractor/vendor _____
Name

Brief description of items (i.e. large props, furniture, coffee urns, lighting equipment, etc.):

Estimated duration Under 30 minutes 30-60 minutes Over an hour

Date of load-in/delivery/load-out _____

First choice time 10am-1pm
 3pm-5pm
 7pm-10pm*

Second choice time 10am-1pm
 3pm-5pm
 7pm-10pm*

***overtime charges apply**

For office use only	
Elevator	<input type="checkbox"/> Pads <input type="checkbox"/> Independent
Supervision	<input type="checkbox"/> Production <input type="checkbox"/> Facilities <input type="checkbox"/> Operations

Your load-in/delivery/load-out has been scheduled for the following date and time:

New 42 signature:

Thank you!