

Auditorium Usage Form & Request for Stage Crew Assistance

____/____/____

Event Name _____

Teacher in Charge of Event _____

Room # _____ Email Address _____ Emergency Phone # _____

Briefly describe the activity and what is involved: _____

Please check each piece of technical equipment you will require in the list below:

__Microphones: (specify how many in each area)

__Stage Right __Center Stage __Stage Left __Pit

__Microphone Stands: (specify how many in each area)

__Stage Right __Center Stage __Stage Left __Pit

__Boom Stands: (specify how many in each area)

__Stage Right __Center Stage __Stage Left __Pit

__Podium: (specify which area below)

__Stage Right __Center Stage __Stage Left __Pit

__Spotlight Tech: (specify how many below)

__1 Spot __2 spots

__House Lights

__Stage Lights

__Projection Screen Lowered

__Technician to Open and Close the Curtain

__Auxiliary cable to connect technology to sound system

__CD Player/Sound Technician

__Choir risers set up/taken down

__Projector (please specify what you need hooked up to it _____)

__Piano (please specify where it is to be set up _____)

__Grand Piano (please specify where it is to be set up _____)

__Extension Cords (please specify how many, and where you will need them _____)

Tables, Chairs and similar items are requested through the custodial staff.

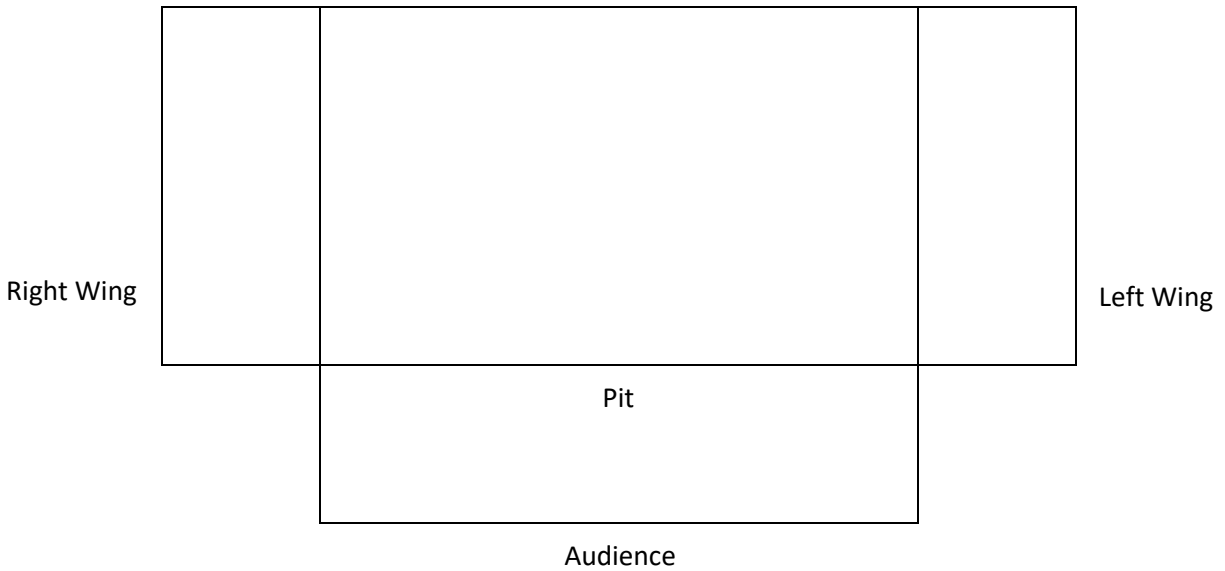
Stage Crew Use Only

Techs Assigned to this event:

- 1.
- 2.
- 3.

Points possible:

Optional: Use the diagram below to map out any special needs you might have.



One Lighting/Mic technician will be automatically be assigned to your event. Write the dates and times below that you will need this person. Include rehearsal dates.

Date: Time:
Date: Time:
Date: Time:
Date: Time:

Do you have any special needs other than **basic** microphones, lighting, and music playback? (Example: Quick lighting changes, power-point presentations etc.)

★ Please attach a copy of your program to this form. Note in the program where you would like the stage to be lit, and when each song needs to be played.

Example: If you want the pit lit for one musical number, please write “pit lights” next to that number in your program. If you want our techs to play music at a certain point in the program write “play track 11” where you would like it in the program.

Thank you. If you have any other needs, please email Mrs. Smith at bsmith@alpinedistrict.org
PLEASE RETURN THIS FORM TO MRS. SMITH’S BOX AT LEAST ONE WEEK BEFORE YOUR EVENT.