

Performing Arts Facility Technical Services Request

Level 1: Technical Services

Required Personnel:

_____ Performing Arts Facility Manager
_____ Custodian
_____ Security

Equipment Requested:

_____ Podium
_____ Podium Microphone
_____ Microphones (up to 5)
_____ # needed
_____ Lobby Tables (3'x6')
_____ # needed

Sign out of equipment:

_____ Facilities Manager
_____ Contact Person/Organization

Level 2: Technical Services

Masking/Rigging:

_____ Grand Drape
_____ Cyclorama
_____ Travelers
_____ Legs
_____ Projection Screen
_____ Valence
_____ Hung/Flown Scenery

Lighting:

_____ General Flood (10-15 area set-up)
_____ Additions to area set-up (attach light plot)
_____ Follow Spot(s) 1 or 2

Sound:

_____ Microphone(s)
_____ # needed
_____ Microphone Stand(s)
_____ # needed
_____ Tape Player
_____ CD Player
_____ CD Recorder
_____ Onstage Monitors
_____ # needed

To be completed by Performing Arts Facility Manager:

Required Running Crew:

_____ Stage Manager _____ Fly Crew # _____ _____ Projectionist
_____ Light Board Operator _____ Follow Spot Operators # _____
_____ Shift Crew # _____ _____ Sound Board Operator(s)
_____ House Manager _____ ASM