

# THEATRE REQUEST FORM

SUBMIT THIS FORM TO LIZ ARSNOW/ACTIVITIES OFFICE AT LEAST ONE WEEK PRIOR TO THE EVENT.

(Admin use: route to the following: Markano \_\_\_\_ Custodians \_\_\_\_ )

Name of Person Initiating Request: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Group/Club/Activity: \_\_\_\_\_

Staff Person in Charge of Event: \_\_\_\_\_

Other Adults in Charge: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

When do you need set up to be completed? \_\_\_\_\_

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## **LIGHTING NEEDS:**

House lights on? (lights above seating area)	YES	NO
Work lights on? (general lighting above stage)	YES	NO
Stage lights on? (theatrical lighting above stage and in catwalks)	YES	NO
If yes to stage lights, which areas of stage need to be lit?	ALL	FRONT HALF

## **SOUND SYSTEM/MICROPHONES:**

How many microphones will you need?	0	1	2	3	MORE?
Where do you need them positioned?	ON STAGE			ON FLOOR	
Do you need any CD or I-Pod playback?	YES (please describe)			NO	

## **OTHER EQUIPMENT NEEDS:**

Do you need the projection screen down?	YES	NO
Are you using a computer/laptop?	YES	NO
Is it your own or do you need the theatre laptop?	OWN	THEATRE LAPTOP
Do you need the sound to play from the laptop?	YES	NO
Are you playing a VHS tape or DVD?	YES	NO
(I recommend trying it out in advance if it is a burned DVD)		
Do you need a podium?	YES	NO
Where do you want it?	ON STAGE	ON FLOOR

## **ANY OTHER NEEDS:**

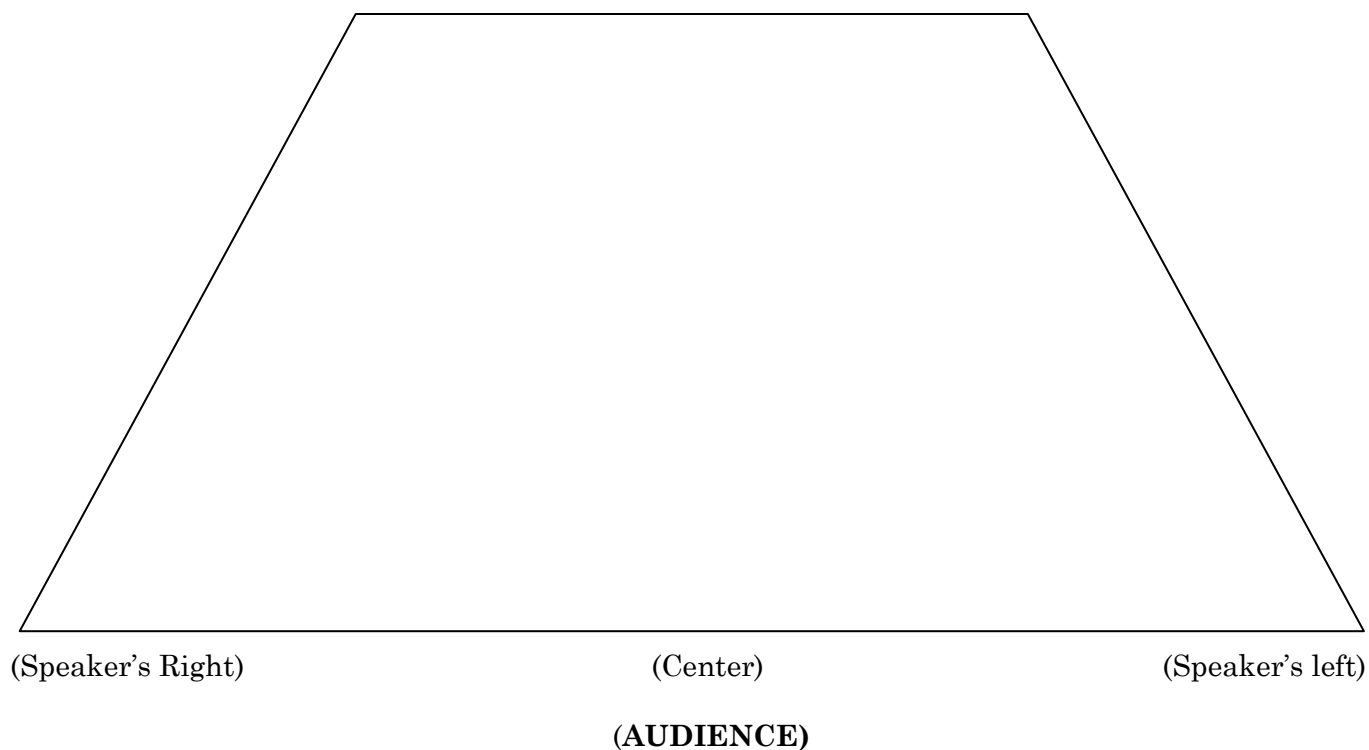
Do you need use of any other areas?		
▪ dressing rooms	YES	NO
▪ scene shop	YES	NO
▪ rehearsal space	YES	NO

Please describe anything else you need (such as tables, chairs, risers, piano, etc.)

**\*\*\*PLEASE FILL IN THE DIAGRAM ON THE BACK OF THIS PAGE\*\*\***

## **STAGE SET UP**

Please draw a diagram of your needs. Consider the following: podium; tables; chairs; desks; risers; etc. Also include the following: how many? where positioned? curtains open or shut?



**REMEMBER, NO FOOD OR DRINK IN THE THEATRE. THANKS!!!**

Please make sure you leave the theatre in the condition in which you found it. Also, please make note of any problems or concerns you have and report them in writing to Maralynn Markano or Gregg Wiczorek.

FEEL FREE TO CONTACT MARALYNN MARKANO TO GO OVER ANY TECHNICAL  
EQUIPMENT PRIOR TO YOUR USE OF THE THEATRE ☺

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