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.

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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.