

IHS PERFORMING ARTS CENTER

EQUIPMENT USE FORM

EVENT INFORMATION			
Name Of Event:	Senior Awards Night	Your Name:	Mary Beth Gunson
Date Of Event:	(Mon) ^{WED} 6/16/11	Today's Date:	9/16/10
		Contact Number:	x7204

FORM DIRECTIONS

Complete this form by clicking all boxes required for event. E-mail back to sender.

EQUIPMENT

STAGE		COMMENTS
Full Stage	<input type="checkbox"/>	
Half Stage	<input checked="" type="checkbox"/>	Same set up as last year: Podium and room for one row of 12 chairs
Grand or Main Curtain	<input checked="" type="checkbox"/>	Down, closed (up/down/closed/open)
Apron Only (in front of Main/Grand)	<input type="checkbox"/>	
Fly System (opening/closing/bringing 'down' curtains or scene sets, etc.)	<input type="checkbox"/>	Requires Stage-hand
Projection Screen	<input checked="" type="checkbox"/>	
Podium	<input checked="" type="checkbox"/>	Podium set up on the right side of the stage (left as you are looking from the audience)--opposite of the stairs to the stage. Microphone with Podium.
Risers (include # needed)	<input type="checkbox"/>	
Shell (include # needed)	<input type="checkbox"/>	
LIGHTING		
House/Lecture (audience & front stage)	<input type="checkbox"/>	
Standard (half stage)	<input checked="" type="checkbox"/>	
Custom (full stage; specific; include spots & Genie if needed)	<input type="checkbox"/>	Requires Light-tech
AUDIO		
House Monitor System	<input type="checkbox"/>	
The following REQUIRE an Audio Technician:		
<input type="checkbox"/> CD Player	#	<input type="checkbox"/> (6) Directional Hand Held Mic
<input type="checkbox"/> DVD Player	#	<input type="checkbox"/> (6) Floor Mic
<input type="checkbox"/> Tape Player	#	<input type="checkbox"/> (1) Choir Mic
<input type="checkbox"/> Stage Monitors	#	<input type="checkbox"/> (6) Communication Sets
<input checked="" type="checkbox"/> (2) Wireless Hand Held Mic	#On Podium	<input checked="" type="checkbox"/> (2) Wireless Lapel Mic
Computer (User provided)	<input type="checkbox"/>	
Aided Listening Devices	<input type="checkbox"/>	
OTHER		
Orchestra Pit (removal of w/number of chairs/stands)	<input type="checkbox"/>	Additional cost of \$100.00
"Green Room" (Performers dressing rooms)	<input type="checkbox"/>	
Ticket Booth	<input type="checkbox"/>	
Lobby (in most cases commons must rented @ IHS)	<input type="checkbox"/>	

Additional Comments-please be as specific as possible, we will be using this to support your event: Please