

# IHS PERFORMING ARTS CENTER

## EQUIPMENT USE FORM

EVENT INFORMATION					
Name Of Event:	<b>Senior Awards Night</b>		Your Name:	<b>Mary Beth Gunson</b>	
Date Of Event:	<b>(Tuesday) 6/5/12</b>	Today's Date:	<b>9/22/11</b>	Contact Number:	<b>x7204</b>

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

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

**Please set up 2 rectangle tables, 10 chairs, 2 flags, mic and podium on the stage.**

**Call me at x7204 if you have any questions.**

**Thanks!**