

AUDITORIUM USAGE FORM: Sound & Lighting

This form must be turned in with the "Use of School Facility Form" two weeks prior to the event - NO EXCEPTIONS

AUDITORIUM MANAGER: Ryan Felt
Contact information: ryan.felt@kiskiarea.com

Name of Event: _____

Date(s) of event: _____ Tech needed _____ Time: _____

Date(s) of rehearsal: _____ Tech needed _____ Time: _____

Location of performance/event: _____

Sponsor: _____ Phone number: _____ Ext: _____

Email Address: _____

TECHNOLOGY NEEDED

LCD Projector Elmo Projection Screen SmartBoard Podium
Laptop Network Connection Software _____ Sound
Microphones # of Wired # of Wireless Handheld Lapel
House lighting Spot Light Specialty Lighting (Need 2 week notice)

If specialty lighting is needed, please specify by email listed.

MUSIC

CD'S (All CD's must be submitted with this form)

iPOD/iPHONE (All music on these devices have to be discussed via email 2 weeks prior)

STAGE SET-UP

Risers needed Height level of seated risers: 6" 12" 18"

Type: Band Seated 4' X 8' Amount _____ - Total available (6)
 Choral Seated 3' X 8' Amount _____ - Total available (12)
 Choral Standing (3 level) Amount _____ - Total available (8)

Piano needed: Baby Grand (on stage) Upright (in pit)

Curtains: Open Closed

Acoustical Panels: Up Down

PLEASE DRAW A DIAGRAM OF STAGE LAYOUT ON THE BACK OF THIS FORM. THANK YOU!