

Production Needs

Group _____

Contact or Director's Name and Number _____

Performance Date and Time _____

Rehearsal Dates and Times _____

Are you planning on making video tape of your production? _____ If yes, will you need assistance video taping? _____ Please provide a detailed cue sheet.

Sound (Caution: See contract concerning basic package.)

Please indicate sound equipment that most accurately meet your needs.

Type of Microphone	Number of Microphones	Type of Microphone	Number of Microphones
Hanging	_____	Standing	_____
PZM (Floor)	_____	Piano	_____

Will you be needing to use the CD/Tape tower to play music or effects? _____ If yes, please provide a detailed cue sheet. Please submit any dubbed tapes at least one week prior to event to insure quality.

Will you be needing an audio recording to be made of your production? _____ If yes, please provide necessary audio tapes.

Lighting

Please indicate lighting designs that most accurately meet your needs.

General Wash (Stage bathed no color light. ie: no gels) Included in Basic Rental Fee

Looks (Stage bathed in specific color or multiple colors.) Extra Fee Charged.

Please specify color or colors: _____

Specials (Specific areas of the stage bathed in light.) Extra Fee Charged.

Spot Lights Extra Fee Charge for Extra Employees.

Please indicate number (we have two) and house location _____

Effects (Chases, pulses, etc.) Design Fee Charged.

Please describe the effect you are looking for. We might be able to build it for you. _____

Your Crew

Stage Manager _____

Sound _____

Light _____

Back Stage _____

Back Stage _____

Charges for Additional Equipment:

(charged only once per event, unless noted as an hourly wage)

Please note item and number needed equipment or service in the space provided.

A. Projection and Sound Equipment

___ 1. VCR Projector & Screen	\$10.00
___ 2. Screen Only	5.00
___ 3. Slide Projector	5.00
___ 4. Overhead or Opaque Projector	5.00
___ 5. Tape/CD Player	5.00
___ 6. Microphone and cable (beyond Basic package)	5.00 ea.

B. Lighting Equipment

___ 1. Baton of Lighting Instruments (pre-set focus)	\$10.00
___ 2. Gelatin, Gobo use	3.00

C. Stage Equipment

___ 1. Choral Risers and Conductors Podium	\$10.00
___ 2. Music Stands and Chairs	20.00
___ 3. Orchestra/Band Risers (2 @ 16 inches, 2 @ 8 inches)	15.00
___ 4. Full Set of Risers	50.00
___ 5. Shell (six units)	15.00
___ 6. Cyclorama	10.00
___ 7. Scrim	10.00

D. Additional Technicians/Designers

___ 1. Student Designer or Technicians	\$7.00/hour
___ 2. Faculty Designer or Technician	20.00/hour

TAC use only

Special Equipment Charges \$ 00.00

Special Personnel Charges \$ 00.00

Please draw a rough sketch of the floor plan for your production.

↑ 16' 6" ↓

← 61' 4" →

↑ 28' 8" ↓

11' ↓

Mid Stage Traveler (black curtain) **OPEN or CLOSED**

20' 6" ↓

Back Stage Traveler (black curtain) **OPEN or CLOSED**

26' White Drop **Yes or NO**

27' Cyclorama (blue curtain) **YES or NO**

Door