



Crimson Cliffs High School Fine Arts Department
Please complete and give to Mrs Andrus
AUDITORIUM USE REQUEST



Group or Purpose _____

Group Contact Person _____ Group Contact Cell Number _____

Advisor(s) _____

Approximate Number of People Involved in Production _____

Performance Date(s) and Time(s) _____

Tech Students Call Time(s): _____

Rehearsal Dates: _____

Tech Requests Please indicate if you need any of the following items and how many you will need of each item. If an item is not on the list it is not available to use.

- STAGE**
- Full Stage with Black Curtain Full Stage with White Cyc
 - ½ Stage with Black Curtain Red Main Drape - Frame the Stage
 - Podium Spotlight(s) Performance in front of main red curtain only

- PROJECTION**
- Projector - Slide-show Presentation Projector - YouTube Video
 - Projector - DVD Player Projector - Computer

- AUDIO**
- Microphone - Handheld (Corded) HOW MANY _____
 - Microphone - Handheld (Wireless) HOW MANY _____
 - Mic Stands, HOW MANY _____
 - CD IPOD Player -Provide battery charger Laptop/Computer

- PROPS**
- It is generally understood that you will provide your own props (couches, hats, canes etc) and that you will provide your own costumes.
- Tables backstage, HOW MANY _____
 - Tables at the Front of House, HOW MANY _____
 - Chairs, HOW MANY _____
 - Dressing Room Access

THE ADVISOR FOR THIS ACTIVITY MUST AGREE TO THE FOLLOWING ITEMS: *(initial next to each)*

_____ NO food or drink will be allowed in the auditorium.

_____ NO ONE on your staff *(or parents)* will be allowed to change, alter, unplug or in any way change the setup of equipment.

_____ YOUR GROUP is responsible to monitor participants backstage and in the hallways.

_____ A written outline of the **performance script, needed tech cues and any special effects** must be submitted **1 week before** the scheduled performance, assembly or auditorium event.

_____ Student Techies **MUST BE GIVEN** a 30 minute break for every 5 hours of work. All events must stop in the auditorium when the techies are on break at the same time!!

(To be marked by the Auditorium Manager:)

- Paid Tech Event Volunteer Tech Event Tech Positions Filled

TECHIES ASSIGNED - RUNNING EVENT

- Stage Manager (*onstage*) _____ Phone Number _____
- Lightboard Operator _____ Phone Number _____
- Soundboard Operator _____ Phone Number _____
- Computer / Music Operator _____ Phone Number _____
- Spotlight Operator #1 _____ Phone Number _____
- Spotlight Operator #2 _____ Phone Number _____
- Fly Rail Curtains _____ Phone Number _____
- OTHER _____ Phone Number _____