

Worksheet for Events

Auditorium/Theater Set-Up/Arrangement

NOTE: No prior set up will be made without this worksheet!

Date for returning this worksheet to school: _____

School: _____

Nature of Event: _____

Event Dates/Times

Date(s) of Use:

Rehearsal _____

Set-up _____

Performance _____

Beginning time:

Ending time:

Food and drink are prohibited in the auditorium, backstage area, classrooms and dressing rooms during all rehearsal, set up and performance times.

Set-Up Arrangements

Please indicate your needs by X and/or by providing number of items needed.

NOTE: In advance of your event, auditorium/theater staff will approximate all furniture locations requested; exact performance set is up to **you**.

Sound System:

Yes No

Using auditorium/theater sound system? (Note: Board of Education employees must operate house sound system unless otherwise authorized in writing by auditorium/theater manager.)

Using own sound system?

Standard (solo) Microphone to be available?

Number: _____ Location(s) _____

Lighting System:

Yes No

Using auditorium/theater lighting system? (Note: Board of Education employees must operate house lighting system unless otherwise authorized in writing by auditorium/theater manager.)

Using own lighting system?

Follow spotlight (if available)?

Number: _____ (see theater supervisor for details)

Curtain:

Yes No

Are you planning to draw the front curtain prior to and/or during your performance?

Furniture and Equipment:

Speaker's Lectern Location: _____

Conductor's Podium

- One-step
- Two-Step Projector

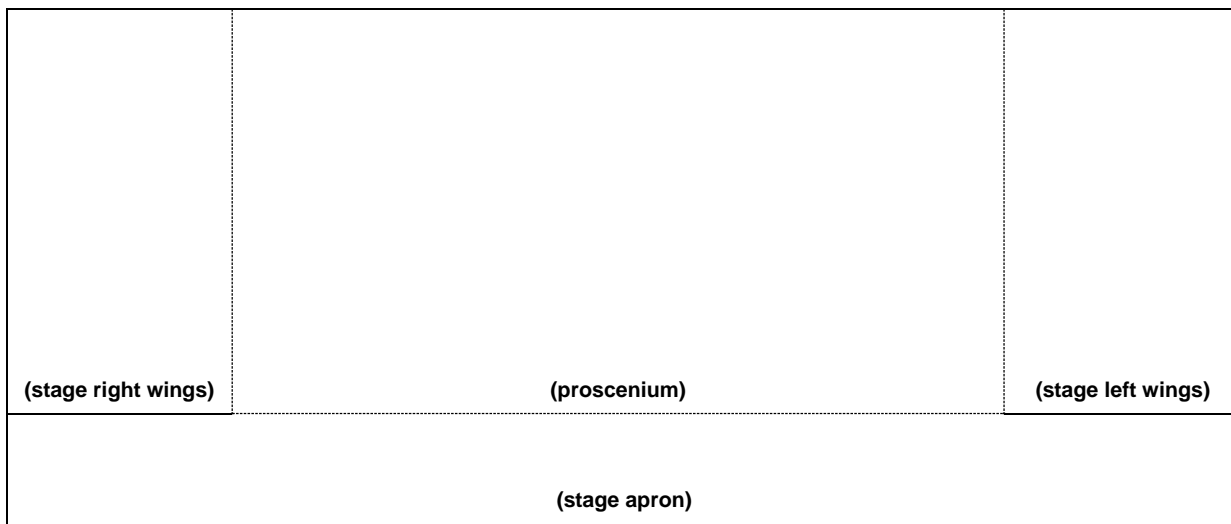
A/V Equipment

- VCR/TV
- Overhead
- Screen
- Digital Projector

**** Additional equipment is to be rented by the lessee. Rental of additional equipment through Fine Arts Booster Clubs is at the discretion of individual school and may be subject to additional fees. Should equipment be lost or damaged at any time during rehearsal, set-up or performance times, lessee will be responsible for paying all repairs or for replacement of items. Failure to do so could result in loss of security deposit, if applicable. Please contact the Theater Manager for rental options**

Stage Set-Up Diagram

Please sketch an approximate location for equipment. Theater supervisor will make every effort to match the quality of your diagram.



Please note that RCPS staff will act as stage management for all performances. The fee for this service is \$35 per hour and is paid directly to the employee.

Contact Person for This Event:

Name: _____ Work Phone: _____ Home Phone: _____ Pager/Cell Phone: _____

Signature of Preparer /Date