



TECHNICAL EVENT FORM

To ensure satisfactory service, reservation / customer should complete this form with 14 working days of the event.

GENERAL INFORMATION:

Program / Event Name: _____

Date of Event: _____ Beginning / End Time: _____

Organization: _____ Contact Person: _____

Main Contact Phone # _____ Other Phone # _____

Time Performer will be arriving: _____

EVENT LOCATION:

Phoenix Room(s) A B C

Niagara Room(s) A B C

Phoenix Club

Timber Lounge

Christie Theatre

Other _____

TYPE OF EVENT:

Comedian

Cultural Program

Dance/DJ

Movie

Dinner

Band/Musician

Lecturer/Speaker

Campus Crusade

Variety/Talent Show

Other _____

BASIC TECHNICAL EQUIPMENT

SOUND SYSTEM: (Check One if needed)

1. The smallest of the Sound Systems – often referred to as the “House Sound” – set by USRT – can hold up to 6 inputs (i.e. Microphones, computers, stereo carts, projectors or VCRs) – System 1 will be used most often with speakers, lecturers, and classroom setups – Do no need to schedule a technician with a System 1.
2. The medium Sound System – can hold up to 24 inputs – System 2 will be used with all GTP events that do not have a band and any other event that has 3+ performer – Set by Techs.
3. The largest of the Sound Systems – can hold incredible amounts of inputs – System 3 will be used with all bands – Please allow at least 6 hours for a System 3 setup – A light 3 will generally also be scheduled with a Sound 3 – Set by Techs.

LIGHTING SYSTEMS:

1. The most basic lighting setting – may include some changes with zoned lights in Phoenix Room – Technician must be needed through majority of program.
2. Technician will set – includes theatrical lighting on stage – no changes or effects (flashing or strobes) – all lighted events outside of Phoenix Rooms will need light 2.
3. Technician will set – includes all band events – includes back lighting, light trees and/or effects – most often used with Sound 3.

Tower of Power _____ **Wired Mics** 1 2 3 4 5 6 **Wireless Mics** 1 H/L 2 H/L 3 H/L 4 H/L
Total Stage Size _____ x _____ **Stereo Cart** _____ **Computer Cart** _____ **Projector** _____
VCR _____ **Table Top Stands** 1 2 3 4 5 6 **Upright Mic Stands** 1 2 3 4 5 6

Notes: _____

To be filled out by Technical Services Coordinator:

ENTERTAINMENT INFORMATION:

Name and phone number of agency/agent or performer that has thorough knowledge of the performance: _____

EQUIPMENT NEEDED:

- Tower of Power
- Sparky
- Number of Old Staging _____
- Number of New Staging _____
- Instrument Microphones 1 2 3 4 5 6 7 8 9 10
- Vocal Microphones 1 2 3 4 5 6 7 8 9 10
- Overhead Microphones 1 2
- Beta Microphones
- Boom Stands 1 2 3 4 5 6 7 8 9 10 11 12 13 14
- Straight Stands 1 2 3 4 5 6 7 8 9 10
- Direct Input Box 1 2 3 4
- Stage Monitors 1 2 3 4 5 6
- CD Player
- Cassette Player
- Sound Board _____ Yamaha _____ Macki _____ Peavey
- Lighting Board _____ ETC _____ 24/Leprecon _____ 12/Leprecon
- Mic Mixer 1 2
- Effects Rack
- Light Trees
- Gobos (specify) _____

Lighting Notes: _____

Setup Notes: _____

Other Equipment: _____
