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
□ Movie
□ Lecturer/Speaker
□ Other ________________________

□ Cultural Program
□ Dinner
□ Campus Crusade
□ Other ________________________

□ Dance/DJ
□ Band/Musician
□ Variety/Talent Show

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) ____________________________