

Coordinator present at event

Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

Requestor (if different from coordinator at event)

Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

Organization name: \_\_\_\_\_

Event title: \_\_\_\_\_

Number of performers/participants (247 people maximum): \_\_\_\_\_

Event description: \_\_\_\_\_

Rehearsal or Performance	Date	Load In/Set Up Time	Event Start Time	Event End Time	Clean Up End Time

**Technical Needs**

- Lights (general illumination only)
- Sound system
- Dressing rooms
  - Studley Theatre 16 (classroom – 15 people maximum)
  - Studley Theatre 17 (classroom – 31 people maximum)
  - Balcony (2<sup>nd</sup> floor of theatre – 201 people maximum)
- Music stands # \_\_\_\_\_
- Musician's chairs # \_\_\_\_\_
- Choral risers # \_\_\_\_\_ (5 sections maximum)
- Acoustic shells # \_\_\_\_\_ (4 sections maximum)
- Piano – do you require piano tuning?  Yes (\$135.00 tuning fee)  No
- Wheelchair access to stage (must be requested 10 business prior to event)
- Small folding table (2 maximum)
- Folding chairs # \_\_\_\_\_ (4 maximum)

**Studley Theatre does not have projection equipment or window coverings.** If audiovisual equipment is required, it must be provided by your organization or coordinated through an outside vendor.

Theatre seating charts are available through Russell Thompson at thompso@newpaltz.edu.

Any additional requests must be approved by Studley Theatre's Manager at least 10 business days prior to the event. In addition to completing a Technical Rider, a consultation between the Requesting Organization and Studley Theatre's Manager is required prior to using the Theatre.

**Complete and return Technical Rider to Studley Theatre Manager Josh Stark**

Office: College Hall-G 100  
E-mail: starkj@newpaltz.edu  
Fax: 845-257-3121  
Cell: 718-757-5238

\_\_\_\_\_  
Josh Stark Date