

Start Date of Event

Hosting Organization

Event Title

Space

Contact Name

Contact Email

Contact Phone Number

Number of Participants:

Schedule				(check one)	
Date	Load In Time	Start Time	End Time	Reh	Perf

Please attach show order/ program (if applicable)

By using the space you agree to the following:

- > Department safety protocols are adhered to at all times.
- > Only bottled water / clear liquids are permitted.
- > Spike tape is removed at conclusion of event.
- > Space is left broom clean and free from obstructions.
- > Trash and recycle bins are utilized for garbage.
- > No glitter usage.

Technical Needs	Quantity	Specs
Stage Lights		
Sound - Microphones		
Sound - Hookup for Computer/Phone/Etc		
Folding Tables		
Chairs		
Monitors		
Music Stands		
Dressing Rooms		
Other		

Assigned "Event Technical Assistants"	
Name	Email

Assigned Staff/ Faculty

One (of at least two) technician assigned by Dept of Theatre Arts will be present at all times.