

Please complete this form and submit at least two weeks prior to your event. Indicate a diagram of your stage setup on page 2.

Event _____ Name of Organization _____

Contact person _____ Phone # _____ E-mail _____

Space needs:

- ___ Closed curtain (No use of the stage behind the main curtain)
 - ___ Entire stage (indicate setup on page 2)
 - ___ Black Box (green room)
 - ___ Dressing room(s)
 - ___ Box office
 - ___ Orchestra pit (Set up/break down fees of approximately \$300 will apply)
- For other spaces (cafeteria, band room, chorus room etc) please contact facilities coordinator

Equipment needs:

Microphone(s) - Indicate number and types below

- ___ Vocal
- ___ Instrumental
- ___ Wireless handheld (1 available)
- ___ Wireless lavalier (1 available)
- ___ CD player
- ___ Cassette player
- ___ Monitor speakers _____ Number needed
- ___ Movie screen (You will need to provide your own projector)

NOTE: The use of the items below needs to be coordinated well in advance with the CHRHS music department. It is possible that some equipment may be in use by the school on the requested dates.

___ Piano _____ \$25 upright _____ \$50 baby grand

Note: Our pianos are tuned periodically but we can't guarantee how recently. You can make your own arrangements for tuning or use our tuner, but the scheduling of any tuning needs to be coordinated with us in advance. Any tuning is done at your expense)

- ___ Platform Risers (indicate number and heights on attached stage diagram. Risers are 4' x 8' and come in heights of 8", 16", and 24")
- ___ Choral Risers _____ Number of sections (6 available each riser holds approx 15 adults)
- ___ Podium _____ Speaking _____ Conducting
- ___ Music stands _____ Number
- ___ Chairs _____ Number (indicate approximate location on attached diagram)
- ___ Acoustical shell
- ___ Percussion equipment (coordinated through CHRHS music department - attach list of requested items. Availability must be approved in advance.- Rental fees apply.
- ___ Additional requests (please specify):

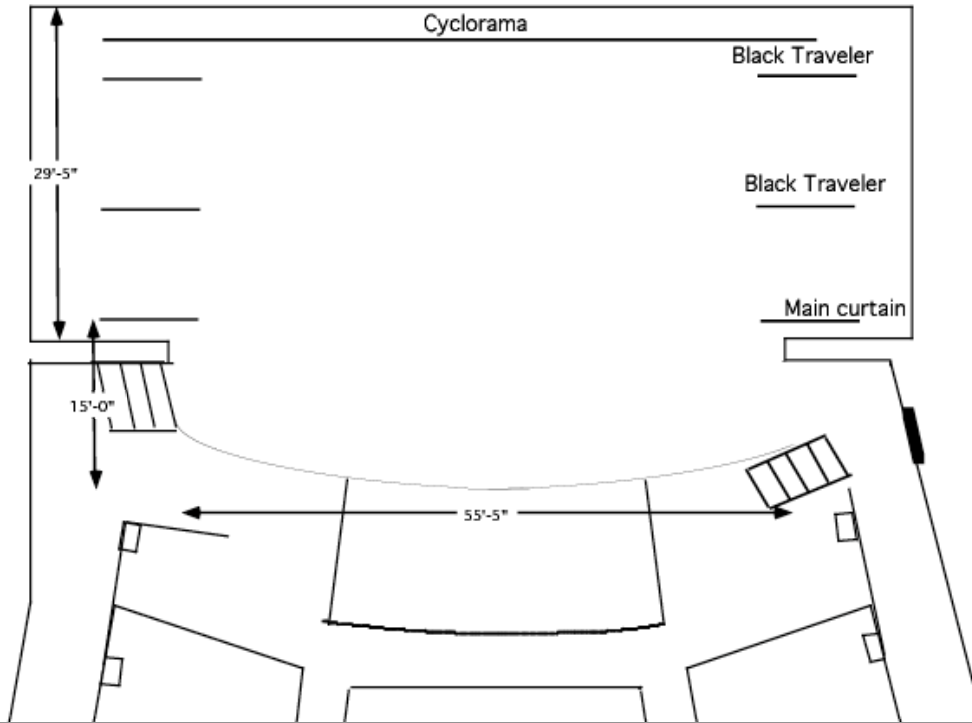
Required services:

NOTE: The rate for Strom Auditorium tech staff is \$10/hr. The rate for Auditorium/House Manager is \$30/hr. These charges will be added to your total bill. Fees are charged for setup and breakdown time as well as the performance.

Event _____ Contact _____

Date(s) _____

Please indicate stage setup as accurately as possible



Notes: