

RAIDEL AUDITORIUM EVENT REQUEST SHEET

Please fill out this form completely and return to the Auditorium Manager at least 2 weeks before event.
The more information I have, the better prepared I will be for your event.

Date of event _____ Person in charge _____ Name of Group _____

Starting time _____ Ending time _____ Anticipated Attendance _____ (#)

Arriving via North Lobby? (if not indicate where) _____

Type of event (concert, rehearsal, lecture, meeting, etc) _____

Please check all items that you will need for your event:

- | | | | |
|--|--|---|-----------------------|
| _____ Microphone(s) - inc. how many | _____ Grand Piano | _____ CD Player | _____ Cassette Player |
| _____ Choir Risers (#) | _____ Sound Shell | _____ Music Stands(#) | |
| _____ North Lobby (main entrance) | _____ South Lobby | _____ Platform Risers (#) each is 4'x8' | |
| _____ CD Recording | _____ DVD recording | _____ Podium(conductor) | |
| _____ Above Stage Sound Deflectors | _____ Table (#) | _____ Folding Chairs on stage(#) | |
| _____ Stage Monitors | _____ Spotlight | _____ Special Lighting Requirements | |
| _____ Speaker podium | _____ Projector Screen (you must provide your own projector) | | |
| _____ Studio Piano (may be placed on floor or stage) | | _____ Reserved Seating (# of seats) | |
| _____ North Dressing Room(men) | _____ South Dressing Room(ladies) | _____ Table in Lobby | |

Are you using scenery and/or props? (please list) _____

Load in date/time for scenery & props _____

Please draw your set up on the stage plot below:

Key: M=microphone, GP=grand piano, X=music stand, CP=conductor podium, SP = Speakers Podium/w mic, T=Table, C= Chair, ===== = Risers, P = Studio (upright) Piano, SM = Stage Monitor

