

AFJH Auditorium Usage Form & Request for Technician Assistance

____/____/____
Office Use: Date received

Event Name _____

Event Dates _____

Contact person _____

Email Address _____ Emergency Phone # _____

Need to use: New auditorium _____ Old auditorium _____

If using both auditoriums please fill out a second form for the other auditorium.

Briefly describe the activity and what is involved: _____

New auditorium we have 6 microphone stands, 6 vocal mics, 2 instrument mics, 2 cordless mics

Old auditorium we have 4 microphone stands, 2 cordless mics, 1 vocal mic

Please check each piece of technical equipment you will require in the list below:

(PLEASE NOTE STAGE RIGHT AND LEFT IS FROM THE PERFORMERS VIEW NOT THE AUDIENCE VIEW.)

__Vocal microphones: (specify how many in each area) ____Stage Right ____Center Stage ____Stage Left

__Cordless microphones: (specify how many in each area) ____Stage Right ____Center Stage ____Stage Left

__Instrument microphones: (specify how many in each area) ____Stage Right ____Center Stage ____Stage Left

__Microphone Stands: (specify how many in each area) ____Stage Right ____Center Stage ____Stage Left

__Podium: (specify which area below) ____Stage Right ____Center Stage ____Stage Left

__Spotlight Tech: (specify how many below) ____1 Spot ____2 spots

__Cyc lights (colors: red, blue, green) (Only available in new auditorium)

__House Lights

__Stage Lights

__Technician to Open and Close the Curtain

__CD Player (Requires Sound Technician)

__iPod dock (Requires Sound Technician) (Only available in new auditorium)

__Tape Player/Sound Technician (Only available in old auditorium)

__Choir risers set up

__Shell set up

__Projection Screen Lowered (Screen is 16'6" X 20' and is set 25' back from front of stage)

__Projector (**only for those within ASD**) (specify what hooked up to _____)

__Piano (Owned by AF Symphony those outside of AFJH must contact Maxine Steele 801 756-2330 for permission to use and possible rental fee.) (Please specify where it is to be set up _____)

__Extension Cords 2 available (please specify how many, and where you will need them _____)

__American flag

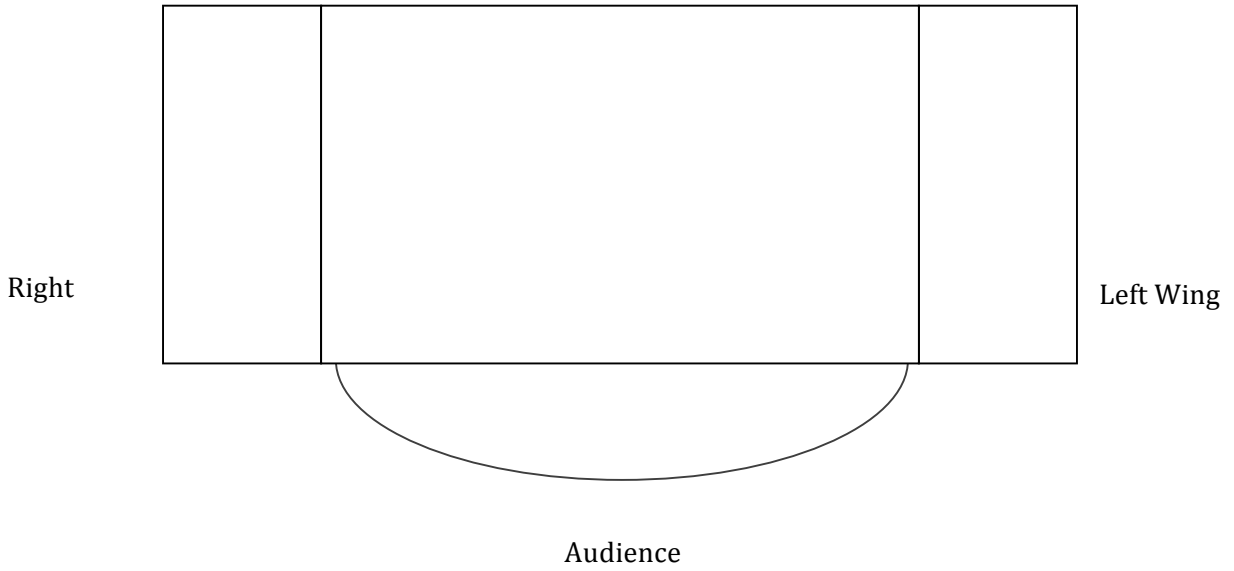
__State flag

Tables, Chairs and similar items are requested through the custodial staff.

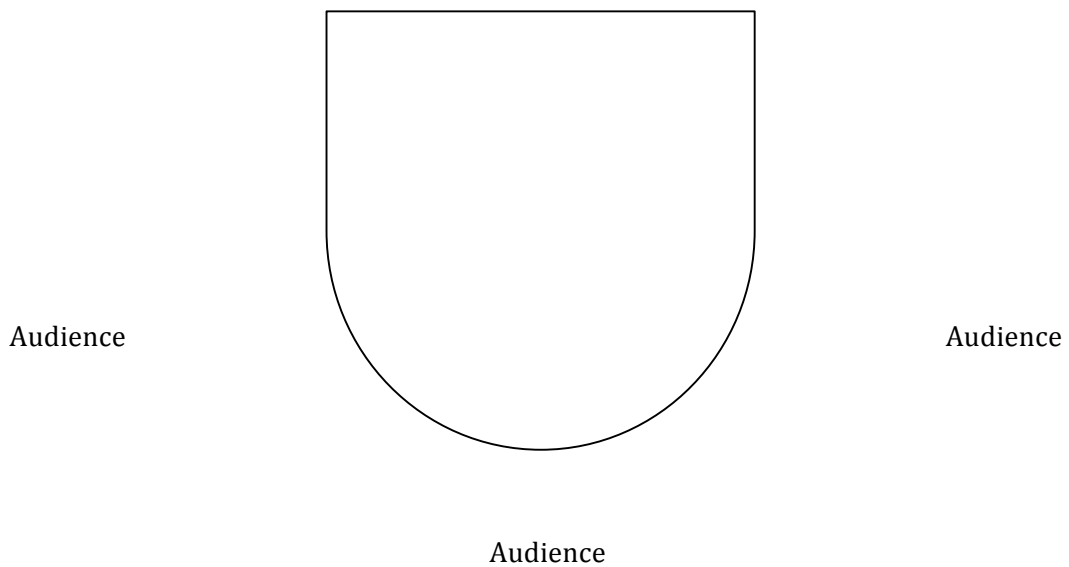
Optional: Use the diagram below to map out any special needs you might have.

(PLEASE NOTE STAGE RIGHT AND LEFT IS FROM THE PERFORMERS VIEW NOT THE AUDIENCE VIEW.)

New Auditorium



Old Auditorium



Two technicians will automatically be assigned to your event, one for sound and one for lights. Write the dates and times below that you will need them, and please include rehearsal dates. Please note technicians are paid by the

hour if you are not affiliated with American Fork Junior High. Also if you need more technicians then add technician 3, 4, etc. with dates and times.

Technician One (lights)

Date: Time:

Date: Time:

Date: Time:

Date: Time:

Date: Time:

Date: Time:

Technician Two (sound)

Date: Time:

Date: Time:

Date: Time:

Date: Time:

Date: Time:

Date: Time:

Do you have any special needs other than basic microphones, lighting, CD player, etc? (Example: Quick lighting changes, power-point presentations etc.) _____

★ Please attach a copy of your program to this form. Include where you would like the stage to be lit, and when each song needs to be played in the program.

Example: If you want the red cyc lights for one musical number, please write “red cyc lights” next to that number in your program. If you want our techs to play a CD at a certain point in the program write “play track 11” where you would like it in the program.

Thank you. If you have any other needs, please email Ms. Hansen at ghansen@alpinedistrict.org

PLEASE RETURN OR FAX THIS FORM TO AFJH OFFICE AT LEAST TWO WEEKS BEFORE YOUR FIRST REHEARSAL/ EVENT.

American Fork Junior High, 1120 North 20 West, American Fork, UT 84003

Telephone (801) 756-8543 Fax (801) 756-8407