AMERICAN FORK JUNIOR HIGH - AUDITORIUM AND THEATRE USAGE FORM

Complete this form and **submit one month** *prior to event to Terese Hansen, Administrative Secretary,* *tehansen@alpinedistrict.org* *801-610-8753.*
Items not listed on this form will not be guaranteed for your performance. Two technicians will automatically be assigned to your event.

Event Information Details

Event Name:	Facility Requested: ☐ Auditorium ☐Theater Band Rm Choir Rm Orchestra Rm Drama R				
Brief Description of Event: (i.e. choral, band, dance, other.)	**Date(s)**	**Tech Starting Time**	**Tech Ending Time**	**Event Starting Time**	**Event Ending Time**
What time would you like the custodian To be here?					
Estimated Attendance at Event:	**# of participants:**			**# of attendees:**	
Contact Info:	Name:		Phone:	Email:	
How many technicians will you need?	☐ two ☐ three ☐ four				

Please check each piece of technical equipment you will require:

☐ Microphones: # ___ of microphones.

☐ Microphone Stands: # ___ of stands and placement ☐ Stage Right ☐ Center Stage ☐ Stage Left ☐ Apron

☐ Audio Playback (For best results, please provide all files 24hrs in advance through dropbox, email, or flash drive)

☐ Video Playback (For best results, please provide all files 24hrs in advance through dropbox, email, or flash drive)

☐ Projection Screen Lowered

☐ Podium: Indicate on stage drawing for placement

☐ Stage Lights (Please specify any needs other then a general stage wash.)

☐ Technician to Open and Close the Curtain

☐ Grand Piano: Indicate on stage map next page.

Do you have any special requests? Example: Quick lighting changes, power point presentations, recordings, etc.?

❖   Please attach a copy of your program and include any technical cues. (Example: Play sound cue 1 after first speakers is done.)

Please check each item you'll need for the event:

☐ Choir Risers set up

☐ Acoustical Shell set up

☐ Extension Cords

☐ Tables, how many_____, where would you like them set up _____

☐ Chairs, how many _____, where would you like them set up _____

Stage Map:

Auditorium

Up Stage

Stage Right   Stage Left

Down Stage

Theater

Up Stage

Stage Right   Stage Left

Down Stage

Audience