

# AUDITORIUM or LITTLE THEATER USE REQUEST

(Attach to Building Use Form)

School: \_\_\_\_\_ Circle Area(s) Requested: Auditorium .... Little Theater .... Dressing Rooms

Your/Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time(s) of Use: \_\_\_\_\_

## Technical Needs

It is very important that you outline all of your technical needs for your scheduled event. This MUST be done at least ten (10) school days in advance of your event. Your technical needs may impact the technical needs of other events scheduled in the auditorium prior to and/or after your event.

Please answer all of the following questions:

1. Do you need to be on the stage? ..... YES..... NO

If yes, how much space? \_\_\_\_\_

2. Do you need the Acoustical Shell to be in place? ... YES..... NO

3. Do you need an upright piano or grand piano? ..... YES..... NO If yes, which one? \_\_\_\_\_

4. Do you need risers? ..... YES..... NO If yes, how many? \_\_\_\_\_

If so, how many? \_\_\_\_\_

5. Do you need the projection screen? ..... YES..... NO

If yes, what are you projecting? \_\_\_\_\_

6. Do you need any microphones? ..... YES..... NO If yes, how many of each type?

\_\_\_\_\_ Wired \_\_\_\_\_ Hanging Stage Other, Describe: \_\_\_\_\_

\_\_\_\_\_ Wireless Hand- Held \_\_\_\_\_ Instrument \_\_\_\_\_

\_\_\_\_\_ Wireless Lapel \_\_\_\_\_ Floor \_\_\_\_\_

7. Do you need a Lectern (Podium)? ..... YES..... NO

If yes, where? \_\_\_\_\_

8. Do you need any special lighting on the stage? ..... YES..... NO

If yes, explain. \_\_\_\_\_

9. Do you need any special lighting in the pit area? ... YES..... NO

If yes, explain. \_\_\_\_\_

10. How many people will be attending this event? \_\_\_\_\_

11. Please explain any other technical needs that you may have. Use the back of this page if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUDITORIUM MANAGERS

Memorial Auditorium & Little Theater: Scott Erickson, 715-852-6536 / North Auditorium: James Seipel, 715-577-7430