



Monarch Theatre Request Form 2018-2019

This form must be completed and submitted to Mr. Klemke three weeks prior to any requested event using the Theatre. Once approved, it will be placed on the calendar and a team of Technical Theatre students will be assigned to assist in the specific needs of the event.

Today's Date: _____

Club/Group Name: _____

Sponsor/Contact Name: _____

Phone /EXT.: _____

EVENT Date(s) requested: _____

Start time: _____ End time: _____

Number of Students Expected to Attend: _____

Name(s) of Chaperones: _____

Have you requested a Custodian to assist with clean-up?: Yes No

Theatre Stage and Technical Properties

Please indicate what you will need for your event or club meeting. At the end please prepare specifics for stage configurations for the set up of our event

Indicate YES or NO and specify number below when necessary:

Hand-held corded microphones (handheld wireless mics available) Yes No

CD player and/or sound (put all music sound on ONE playlist) Yes No

Podium with Microphone Yes No

Curtains (specify what you want the stage to look like below) Yes No

Lighting requests Yes No

Movie screen Yes No

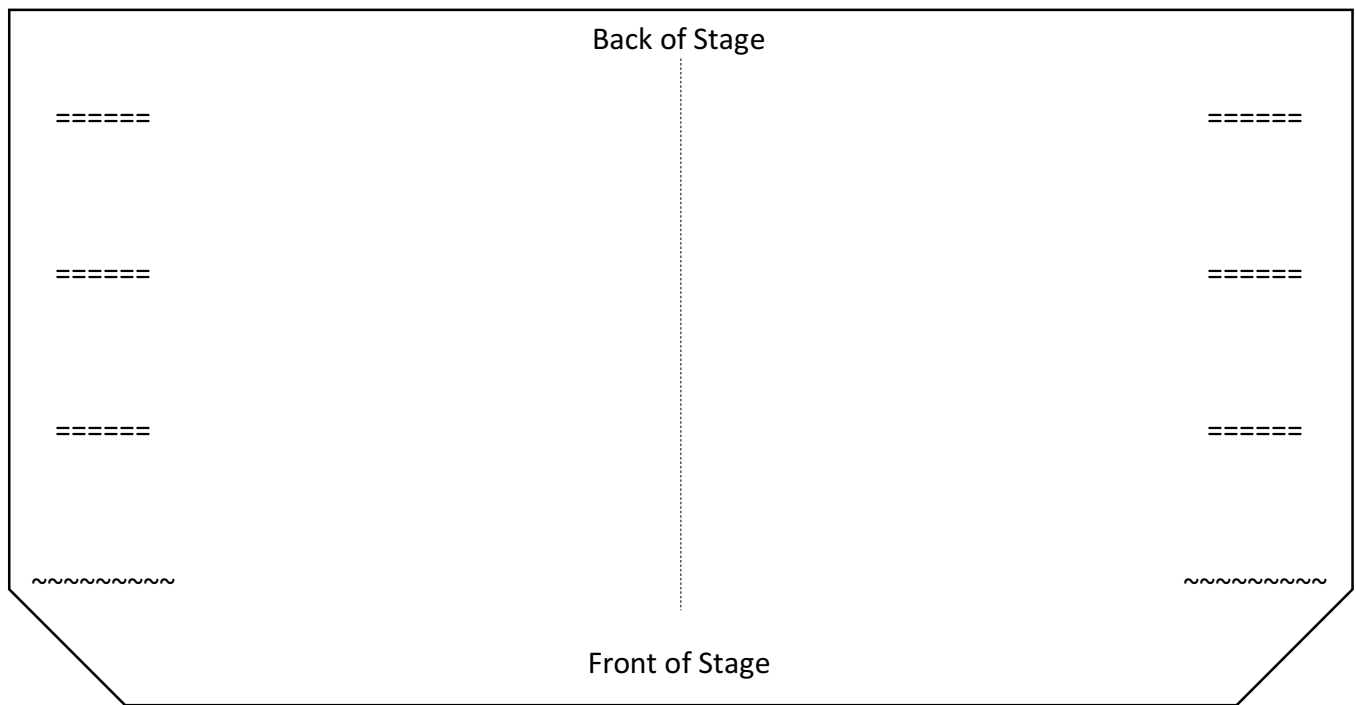
If using a VIDEO, will you need to have sound from that video? Yes No

If requesting microphones, please specify how many and what type: _____

If requesting lighting, please specify what you'd like done: _____

- For risers, extra tables and chair setup you must contact a custodian.
- Technical Theatre students are not responsible for setup and breakdown of non-technical items.
- You must provide your own student to run the projector as they will be familiar with presentation.
- If your event will be using music, ALL music must be on ONE CD or Laptop playlist.
- You must provide the laptop and DONGLE attachment.
- Multiple iPods or CDs will not be accepted. CDs must be configured for CD players, not computers.
- The Technical Theatre Students assigned to the event are not responsible for lost or damaged CDs.
- If you are having guest artists on stage, your group is responsible for any damages. So keep a watchful eye out!
- DRESS REHEARSAL/SOUND CHECKS – You must allow time for a sound check so that if there are any issues with your laptop or MP3 player, we can trouble shoot BEFORE you event begins. Allow time to have this “dress rehearsal” so that you are less stressed. You do not want guest to arrive while you are testing out sound and lighting.

Stage configuration: pencil in a TOP view of your set up on stage



Audience

~~~~~ Main Curtain

===== Legs (curtains on the side of the stage)

----- Center line on stage (shown for spacing purposes only)

By signing below, I understand and agree to abide by the Monarch Theatre Use Agreement. I understand that if found in violation of the agreement, I will lose facility use privileges for the remainder of the school year.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_