



# Monarch Theatre Request Form 2019-2020

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 Name: \_\_\_\_\_

EVENT Date(s) requested: \_\_\_\_\_

EVENT Start time: \_\_\_\_\_ EVENT End time: \_\_\_\_\_

Rehearsal Date(s) & Times requested: \_\_\_\_\_

Number of Students Expected to Attend: \_\_\_\_\_

Name(s) of Chaperones: \_\_\_\_\_

### 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 below if necessary:

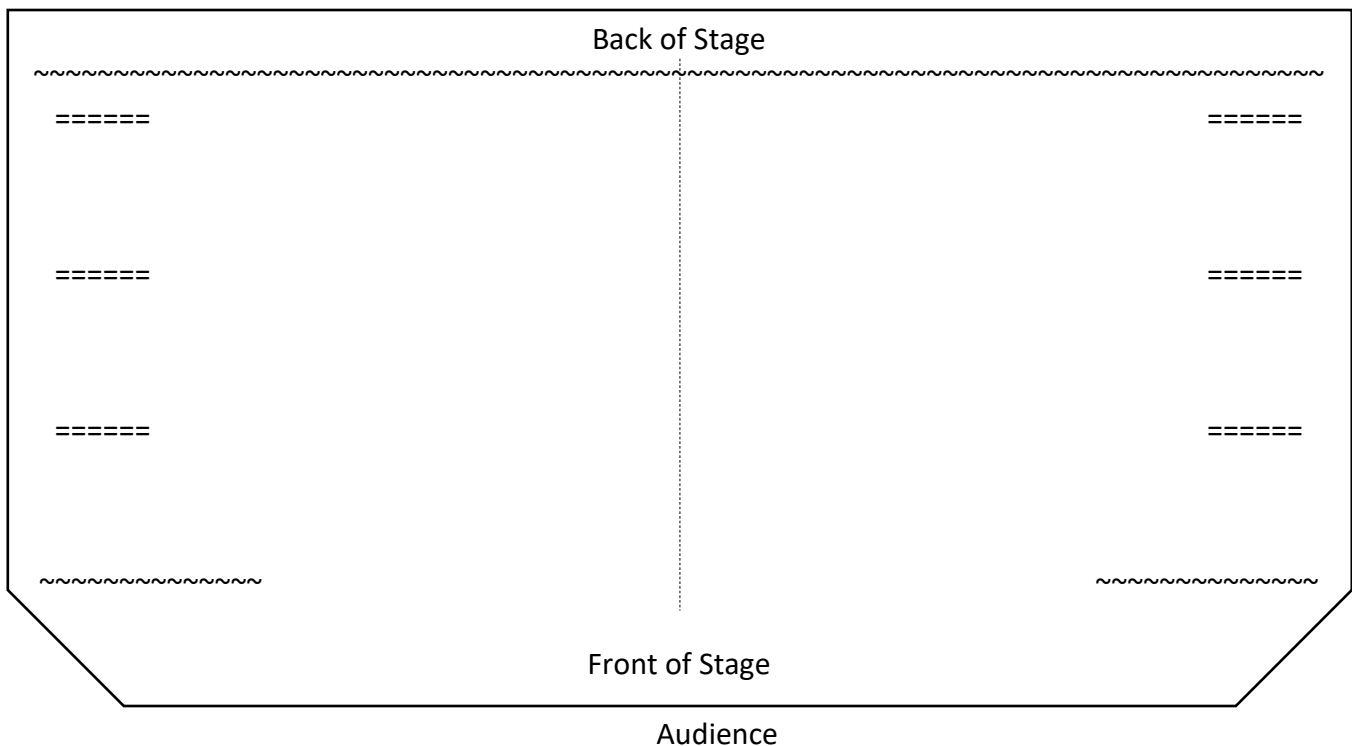
- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Hand-held corded microphones (ONE handheld wireless mic available upon request) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Audio and/or sound (put all music sound on ONE device/playlist)                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| House Music to be played as guests arrive (light jazz music)                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Podium with Microphone  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Curtains (specify what you want the stage to look like below)                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Lighting requests   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Projector and screen  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If using a VIDEO, will you need to have sound from that video?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If requesting microphones or audio/sound, please specify what you'd like done: \_\_\_\_\_

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 device and playlist. Multiple devices will NOT be accepted for audio needs.
- You must provide the laptop and DONGLE attachment if projection needs are requested.
- Technical Theatre Students assigned to the event are not responsible for lost or damaged items.
- If you are having guest artists on stage, your group is responsible for any damages. So, keep a watchful eye out!
- REHEARSALS/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 “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



- ~~~~~ Main/Rear 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: \_\_\_\_\_