



Monarch Theatre Request Form 2022-2023

This form must be completed and submitted to Ms. Hendricks 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: _____

Name(s) of Chaperones: _____

Number of Audience Members Expected to Attend*: _____

Theatre Stage and Technical Properties

Please check off what you are requesting for your event. In the spaces below, please provide the specifics for audio, lighting, and/or stage configuration set-up for your event.

- Hand-held corded microphones (ONE handheld wireless mic available upon request)
- Audio and/or sound (put all music sound on ONE device/playlist)
- House Music to be played as guests arrive (light jazz music)
- Podium with Microphone
- Curtains (specify what you want the stage to look like on next page)
- Lighting requests
- Projector and screen
- If using a VIDEO, check this option if you need to have sound play from that video.

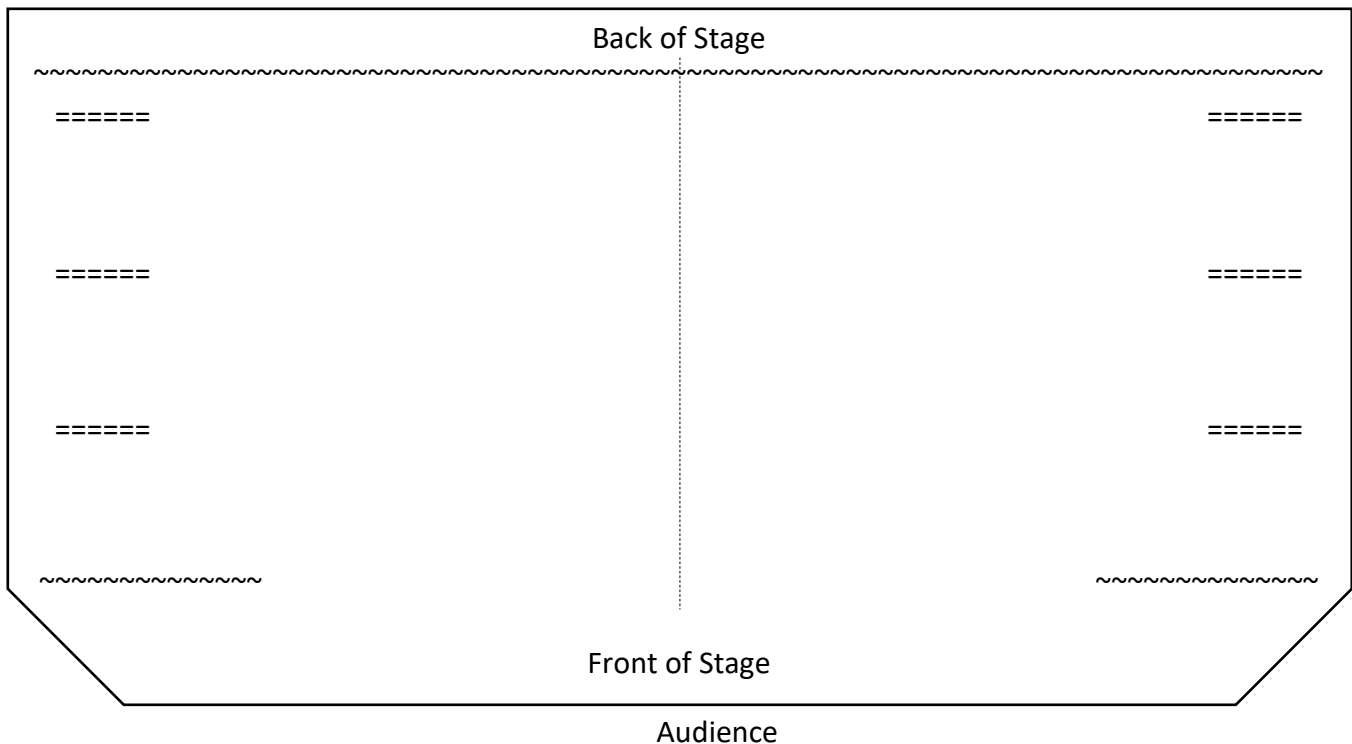
If requesting microphones or audio/sound, please specify what you'd like done: _____

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

The Club/Activity Sponsor and chaperones are responsible for all attendees and guests at events.

- 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.
- 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, 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 (bird’s eye) 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: \_\_\_\_\_

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