



OUR MISSION IS STUDENT SUCCESS...ACADEMIC, ARTISTIC, AND HUMANISTIC

45 Prince Street at University

Rochester, NY 14607

585-242-7682

REQUEST FOR TECHNICAL EQUIPMENT AND FACILITIES

In order for the Art Center Staff to provide the best possible administrative, technical and custodial support for your event, please provide all pertinent information. It is necessary to schedule an appointment with Micah Smyth, Technical Director at least three (3) weeks in advance of your event date to discuss the technical/AV needs. All tech requests and a copy of the finalized program for your event must be confirmed two (2) weeks in advance with Micah Smyth. The Art Center staff will make every effort to meet your requests and requirements. However, scheduling conflicts, available technical resources and staff limitations may impact your request.

PLEASE FOLLOW THESE 4 (FOUR) STEPS WHEN PLANNING YOUR EVENT:

1. SEND E-MAIL TO ADELE FICO REQUESTING DATE, REHEARSAL TIMES IF NECESSARY AND THE SPACE PREFERRED.
2. COMPLETE THIS FORM.
3. RETURN THIS FORM TO ADELE FICO, ROOM M155 - PHONE X1551 FOR SIGNATURE AND CONFIRMATION.
4. ONCE CONFIRMED, SCHEDULE A PRODUCTION MEETING WITH MICAH SMYTH, ROOM 187 - x 1870.

NAME: _____ EXTENSION: _____

FACILITY REQUESTED:

MAIN STAGE: _____ ENSEMBLE THEATRE: _____ BLACK BOX THEATRE: _____ COMMONS: _____

EVENT NAME: _____

PERFORMANCE DATE/S: _____ CALL TIME _____ GO TIME: _____

REHEARSAL DATES/TIMES: _____

CASH BOX REQUIRED: _____ PERSON RESPONSIBLE: _____

PLEASE NOTE: SOTA Theatre spaces and Commons area may not be used unless scheduled in advance through the Art Center Office.

DATES APPROVED/SCHEDULED: _____

CUSTODIAL REQUESTS: (please complete)

STARTING TIME OF EVENT: _____ ENDING TIME OF EVENT: _____

TABLES REQUIRED: _____ PLACEMENT OF TABLES: _____

TECH & AV/OTHER EQUIPMENT REQUESTED: (please check)

BODY MIC: _____ WIRELESS MIC: _____ HARD WIRED MIC: _____ MIC/PODIUM: _____

CD: _____ SCREEN: _____ OVERHEAD PROJECTOR: _____ TV/VCR: _____ PIANO: _____

DVD: _____ SLIDE PROJECTOR: _____ LCD PROJECTOR: _____ LAPTOP COMPUTER: _____

TECH & AV SUPPORT STAFF NEEDED: (please check)

LIGHTING DESIGN: _____ LIGHTING OPERATOR: _____ SOUND OPERATOR: _____ STAGE CREW: _____

TECHNICAL ASSISTANT: _____ FOLLOW SPOT OPERATOR: _____ AV OPERATOR: _____

EVENT SUPPORT STAFF REQUIRED: (please complete)

REHEARSAL SUPERVISOR: _____

HOUSE MANAGER: _____ BOX OFFICE SUPERVISOR: _____

ADULT SUPERVISOR BACKSTAGE: _____

ADULT SUPERVISOR WHO REMAINS UNTIL ALL STUDENTS LEAVE SOTA: _____

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO SECURE ALL NECESSARY SUPPORT STAFF FOR YOUR EVENT.

PLEASE NOTE: CUSTODIAL AND TECH PERSONNEL REQUIRE A MINIMUM OF THREE (3) WEEKS NOTICE. NO EXCEPTIONS!