

EQUIPMENT/STAFFING REQUEST FOR ARTHUR F. COUCH PERFORMING ARTS CENTER

Contact Information

Title of Event	Date	Start Time	End Time	Phone:
				Cell
Contact Name:				Email

Audio Equipment	QTY	Location
Podium Microphone (Wireless)		
Wireless Handheld Microphones (Indicate Quantity Required)	4 Available	
Wired Microphones (Indicate Quantity Required)	8 Available	
Chorus Microphones (Indicate Quantity Required)	3 Available	
On Stage Floor Microphones (Tap)	3 available	
Lapel Microphone		
Piano (Microphone)		
Microphone Stands (5 Available)		
Tabletop Microphone Stands (4 Available)		
Monitor Speakers 4 available		

Visual Equipment	Check Off	Comment
Intelligent Lighting		
Stage Lighting		
Spot Lighting {2 available} (Indicate Quantity Required)		Requires an operator(s)
Wash Lighting		
Projector/Screen		Comment if internet access and or sound needed
Smart Board With Speakers (Upper Lobby only)		Comment if internet access

Facility	Check Off	Number/Location
Dressing Rooms		
Make-Up Room		
Chorus Room		
Class Room(s)		
Loading Dock		
Lower Lobby		
Ticket Booth		
Chairs		
Chorus Risers		
Table(s)		

Staff Support Required and Hourly Rates	Number	Regular	Overtime	Double Time (Sundays & Holidays)
Custodial				
Audio Engineer				
Lighting Engineer				
Facility Manager (required for a minimum of 100 or more)				
Security (required for a minimum of 100 or more)				