**Fine Arts Theatre Technical Needs Request Form**

**NOTE: All requests for use of the Fine Arts Theatre must include this completed form.**

**Presentational Needs:**

* **Instructors station (document camera, projector, large screen)**
* **Instructors station with sound**
* **Microphone**
* **Speaking lecterns with light on speakers notes**
* **Basic lectern no power**
* **Specialized seating for presenters**
* **Tables for presenters (panels or discussion leaders)**

**Sound Needs:**

* **Number of microphones handheld \_\_\_\_\_\_\_\_\_\_**
* **Number of table top microphones with stands\_\_\_\_\_\_\_\_\_\_**
* **Number of microphones with floor stands\_\_\_\_\_\_\_\_\_\_**

**Lighting Needs:**

* **General auditorium lighting (overhead audience only)**
* **Basic stage wash lighting onstage (no colors)**
* **Basic stage wash with specific lighted areas**

**Support Area needs:**

* **Dressing rooms**
* **Makeup room**
* **Scene shop for equipment load-ins**

**\*\*\*If areas above are selected certain fees will be applied\*\*\***