

TECHNICAL REQUIREMENT SHEET

Laurie Auditorium – Trinity University
San Antonio, Texas www.trinity.edu

IMPORTANT NOTICE: CONTRACT WITH LESSEE FOR THIS EVENT IS NOT FINAL UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE LAURIE AUDITORIUM OFFICES (NO LATER THAN FOURTEEN DAYS BEFORE CONTRACTED DATE).

Name of Event _____ Date of Event _____

Telephone _____ FAX _____ Person in Charge _____

Please indicate below **ALL** technical requirements for the event to be presented in Laurie Auditorium. All special staging and/or lighting and sound (including preparation and set-up time) will be billed to LESSEE at the rates indicated in the contract for this event, or as previously agreed upon by LESSEE and LAURIE AUDITORIUM. **This completed form must be received by Laurie Auditorium no later than fourteen (14) days prior to the date of the event. If received later, Laurie Auditorium can not guarantee the availability of equipment, workers or services requested.**

In the spaces indicated by the parentheses below, please place an (X) to indicate needed equipment. Where indicated, there will be an extra charge which is specified in the contract attachment.

- () Section "G" seating (230 seats) on covered orchestra pit. (EXTRA CHARGE)
- () Raised stage (risers) _____ feet wide by _____ feet deep by _____ inches high. (EXTRA CHARGE)
- () Lectern.
- () Auditorium BALDWIN SD-10 concert grand piano on stage.
- () Auditorium BALDWIN SD-10 concert grand piano on risers. (EXTRA CHARGE)
(NOTE: Bonded piano movers required to place piano on risers. Auditorium will arrange move and bill LESSEE)
- () Piano to be tuned at LESSEE's expense at approximately _____ am/pm on _____ (date).
Trinity will arrange for tuning and bill LESSEE.
- () Lectern w/ Microphone
- () _____ folding chairs needed.
- () _____ 6-foot tables needed.
- () _____ Table Skirts (Limit 4)
- () _____ Flag(s) on Stage () U.S.A. () TEXAS

INDICATE **QUANTITY** OF EACH ITEM NEEDED IN BRACKETED SPACE.

MICROPHONE(S)

- () Wired Microphones
- () Cordless Microphone (limit 2)
- () Lavalier Microphone (limit 2)

MICROPHONE STAND(S)

- () Floor
- () Table

TAPE RECORDERS/PLAYERS REQUIRED

To record event:

- () CD

For sound play-back during event:

- () Cassette () CD

AUDIO-VISUAL (EXTRA COST)

- () Data Projector
- () Portable Projection Screen (9x12)
- () A/V Cart
- () Laptop
- () DVD Player

LCD () Overhead projector *

(OVER)

LIGHTING REQUIREMENTS Be as specific as possible. **SEND LIGHT PLOT AS SOON AS AVAILABLE**

STAGE CREW REQUIREMENTS

LOAD-IN (Minimum of 3 workers required)

Load-in on _____ (date), from _____ am/pm to approximately _____ (am/pm)

Additional crew needed (in addition to minimum of 3 required): _____

RUNNING CREW FOR SHOW (minimum of 3 workers required)

_____ men for lights

_____ men for sound _____ on deck during event

_____ follow-spot operators (2 follow spots available)

GENIE LIFTS

Genie Lift ground supports may not be used in Laurie Auditorium.

LOAD-OUT (Minimum of 3 workers required)

Load-out from approximately _____ am/pm to approximately _____ am/pm.

IT SHOULD BE NOTED THAT LOAD-OUT TIME IS NORMALLY LIMITED TO A MAXIMUM PERIOD OF TWO (2) HOURS, BEGINNING AT THE TIME OF THE END OF THE CONTRACTED EVENT, UNLESS OTHERWISE NOTED HEREIN OR IN THE BODY OF THE CONTRACT COVERING THE USE OF LAURIE AUDITORIUM, FOR THIS EVENT. TIME BEYOND THESE TWO (2) HOURS WILL BE BILLED TO THE LESSEE AT THE RATE OF FIVE HUNDRED DOLLARS (\$500.00) PER HOUR OR ANY PART THEREOF AT THE DISCRETION OF THE UNIVERSITY.

REHEARSAL TIME (If needed. Minimum of 3 workers required)

To begin on _____ (date) at _____ am/pm, and end at approximately _____ am/pm.

EVENT TIMES

Doors to open at _____ am/pm. (NOTE: Normal opening time is 30 minutes before curtain time)

Event begins at _____ am/pm.

Will there be an intermission? () Yes () No. If so, at approximately what time? _____ am/pm.

Approximate time event will end: _____ am/pm

SPECIAL REQUIREMENTS NOT COVERED ABOVE

Please Note: The large rehearsal room (110) located on the Green Level (Dressing Room Level) is not part of the Auditorium's Green Room. It is generally not available during the Academic Year. Special permission is required to use this space.

TICKET INFORMATION

Ticket prices _____

On-sale date: _____

NOTE: THIS EVENT CANNOT BE PUBLICALLY ANNOUNCED, ADVERTISED OR TICKETS PUT ON SALE UNTIL A CONTRACT HAS BEEN FINALIZED FOR THE USE OF LAURIE AUDITORIUM, AND SAID CONTRACT HAS BEEN DELIVERED TO THE LAURIE AUDITORIUM OFFICE.

SIGNED: _____

TITLE: _____

DATE: _____

Original to Laurie Auditorium
Copy for LESSEE
Revised: 2/27/02