

Please  
Circle Answers

# Expanded Auditorium Setup Sheet

**Auditorium Sheets must be turned in 1 week before event with details of Auditorium Requirements.**

AUDITORIUM SET UP FOR: DATE: \_\_\_\_\_ DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ APT: \_\_\_\_\_ EXT: \_\_\_\_\_

HOST: \_\_\_\_\_ APT: \_\_\_\_\_ EXT: \_\_\_\_\_

TITLE OF PROGRAM: \_\_\_\_\_

**Physical Setup:** How many attendees from outside Foulkeways? \_\_\_\_\_

FULL AUDITORIUM: YES      HALF AUDITORIUM: YES ( FRONT or BACK )

STANDARD AUDITORIUM SEATING? (Auditorium seating for movie or presentation): YES

Are special chairs or tables needed? NO      YES *(please indicate on back)*

STAGE CURTAIN: OPEN      CLOSED      SCREEN: UP      DOWN

**Technology and Sound:** Do you require a technician? NO      YES *(complete below)*

NUMBER OF MICROPHONES: \_\_\_\_\_ HEAD, \_\_\_\_\_ STAND, \_\_\_\_\_ HAND-HELD

STAGE LIGHTS: NO      YES

AUDITORIUM LIGHTS: FULL ON for WHOLE PROGRAM      LOWERED      OFF

RECORD PROGRAM: NO      YES      NAME: \_\_\_\_\_      PHONE: \_\_\_\_\_

(NOTE: REQUIRES 2<sup>ND</sup> AUDITORIUM RESOURCE. ONLY POSSIBLE IF RESOURCES ARE AVAILABLE.)

PROJECTION: Windows PC (HDMI) or POWERPOINT (2010) (presentation provided on USB device)

Apple Device (GUEST MUST PROVIDE DEVICE and Cables, HDMI only)

CD/DVD      USB Drive      Other: (Please indicate what \_\_\_\_\_)

**SPECIAL FEATURES or COMMENTS:**

GIVE FORM TO MAGGIE WOOD IN THE MAINTENANCE DEPARTMENT **AT LEAST 7 DAYS** BEFORE THE EVENT.

**DO NOT FILL IN BELOW THIS LINE (Maggie - cc: Host and Auditorium Committee)**

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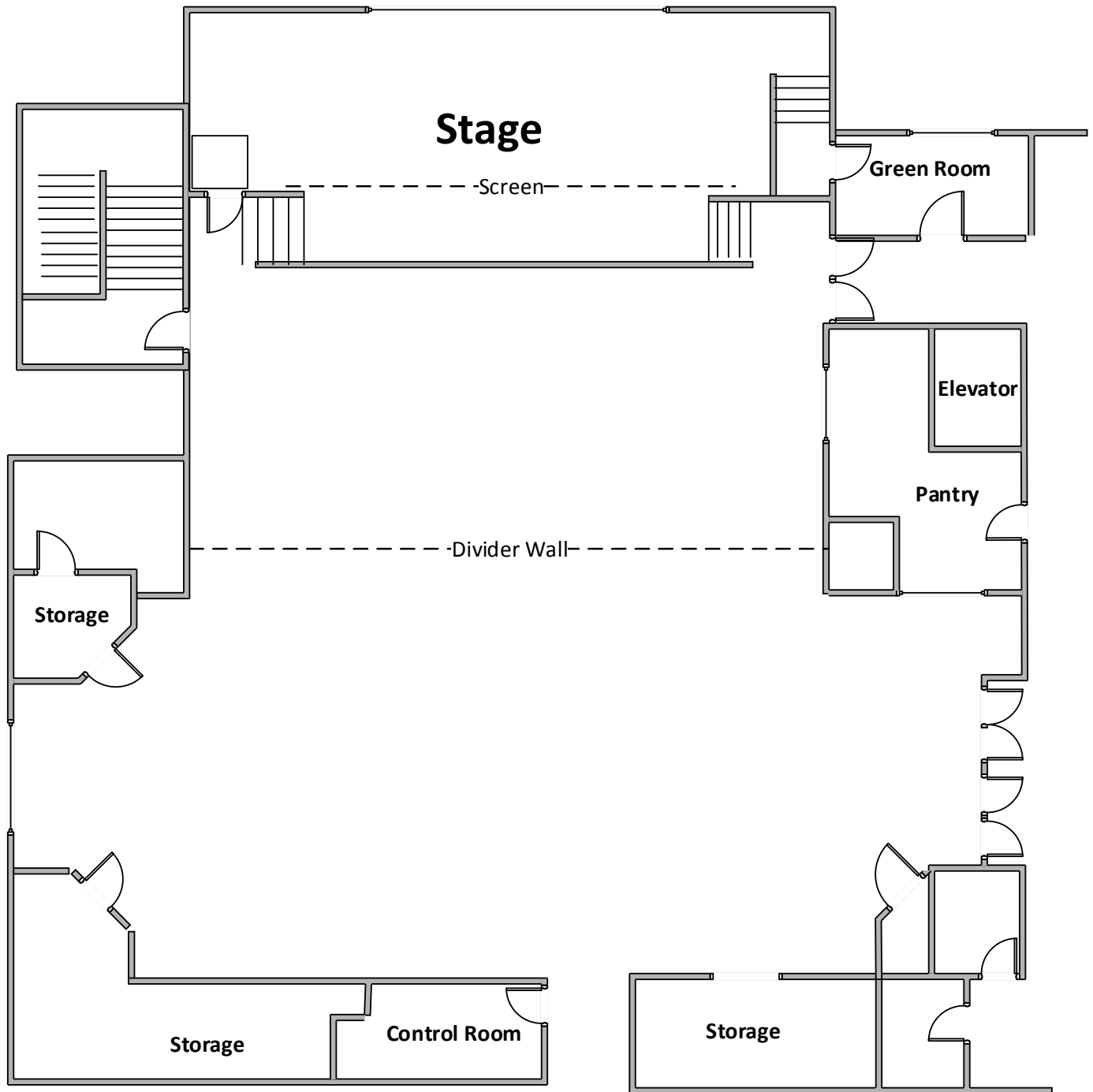
**ASSIGNED AUDITORIUM TECHNICIAN:**

NAME: \_\_\_\_\_ APT: \_\_\_\_\_ EXT: \_\_\_\_\_

Date given to Maintenance: \_\_\_\_\_ Date given to Technician: \_\_\_\_\_

# Standard Auditorium Setup Sheet

**Auditorium Sheets must be turned in 1 week before event with details of Auditorium Requirements.**



Special Instructions for Auditorium setup (Examples include: number of chairs, configuration, tables, lectern, podium and risers)

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