

Technical Services Request Form

Please fill out the following information to the best of your ability. Must be turned in to Laura Hoffman a week prior to the event at the absolute latest.

If you have questions please email: laurae.hoffman@cms.k12.nc.us

Name of Event:

Date of Event:

Name of Sponsor in charge:

Name(s) of Student Leaders in charge:

Rehearsal Time when Techs are needed:

Performance Time when Techs are needed:

Equipment/Techs Needed:

Light Board / Board Op.

Sound Board / Sound Op.

Microphones (Type and Amount):

(Sponsor will provide batteries for rehearsals and performance)

Projector:

Stage Manager:

Assistant Stage Manager:

Stage Hand(s) to help assemble equipment (risers, etc):

Miscellaneous:

NOTE:

A complete program must be provided to the technicians at the rehearsal. Organization is mandatory and the faculty sponsor is responsible at all times. Students will not be in the Blackbox without the sponsor being present. Rehearsals and/or short production meetings prior to performances are necessary to make sure the technicians are well informed and the event is run as professionally as possible. **NO INDIVIDUAL SHOULD BE ON THE LIGHTING GRID WITHOUT THE EXPRESS PERMISSION OR SUPERVISION OF TECH THEATRE TEACHER.** If these conditions are not met, the Tech Teacher will not be able to guarantee that technicians are available to run your event.