

# AUDITORIUM PLANNING FORM

Organization Name: \_\_\_\_\_

Contact Name\*\* \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

School: \_\_\_\_\_

Type/Name of Activity: \_\_\_\_\_

Admission Fee? \_\_\_ Yes \_\_\_ No Ticket Sales? \_\_\_ Yes \_\_\_ No (# of Tickets to be sold \_\_\_\_\_)

Estimated Attendance: Adult \_\_\_\_\_ Youth \_\_\_\_\_

Time needed in auditorium (including set-up and take-down): Begin \_\_\_\_\_ End \_\_\_\_\_

*The Media Services Technician (MST) must be present the entire time, and he/she requires at least one hour of set-up and one hour of break-down time. If the MST is required to climb to high places (10 feet or more) to perform any function for the community activity, MCPS and union regulations call for the use of an observer. The community user will be charged for these additional staff costs.*

Actual time of program/activity: Begin \_\_\_\_\_ End \_\_\_\_\_

*The program/activity should conclude at least 30 minutes before end of time needed in auditorium. Clean-up time begins at the conclusion of time booked and after all participants have vacated the premises.*

**Please indicate what equipment you will need and the quantity of each, if applicable:**

**PLEASE NOTE THAT AUDITORIUMS AND EQUIPMENT VARY FROM SCHOOL TO SCHOOL AND NOT ALL EQUIPMENT LISTED BELOW WILL BE AVAILABLE AT ALL THE SCHOOLS.**

Microphones: \_\_\_\_\_ Wireless (hand-held) \_\_\_\_\_ Lavalier-style: \_\_\_\_\_

Microphone Stand: \_\_\_\_\_ Podium: \_\_\_\_\_ Piano \_\_\_\_\_  
Standard or Grand

Movie Screen: \_\_\_\_\_ Projector (type): \_\_\_\_\_ VCR: \_\_\_\_\_

Choral Shell: \_\_\_\_\_ Choral Risers: \_\_\_\_\_ Orchestra Pit: \_\_\_\_\_

Fly System: \_\_\_\_\_ Scrim: \_\_\_\_\_ Stage Lighting: \_\_\_\_\_

Cassette Player/Recorder: \_\_\_\_\_ C/D Player: \_\_\_\_\_ House Lighting: \_\_\_\_\_

Sound System: \_\_\_\_\_

Chairs: \_\_\_\_\_ How Many? \_\_\_\_\_ Where? \_\_\_\_\_

Tables: \_\_\_\_\_ How Many? \_\_\_\_\_ Where? \_\_\_\_\_

**\*\*This individual must be present for entire period of facility use, including any meetings with school staff and set-up by an outside contractor hired by organization.**

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**Lights:**

General Normal Set: White Wash \_\_\_\_\_  
Color(s) if preset: \_\_\_\_\_  
\*Follow Spot(s) \_\_\_\_\_  
\*Special Set Up: Color Wash \_\_\_\_\_  
Aim at new spot: \_\_\_\_\_  
\_\_\_\_\_

**NO FIREWORKS, FOG MACHINES, TORCHES OR FLARE GUNS ARE PERMITTED!**

\*Extra time required for MST to color and/or change setting and time to return them back to normal settings. The additional time will be determined after the MST understands what the needs of the group are. If follow spots are requested, there may be a need for additional school personnel.

Is there need for communication between Stage and Sound Booth? \_\_\_\_\_

How much of the stage is required? \_\_\_\_\_ Apron only (in front of curtains)  
\_\_\_\_\_ Mid-stage only  
\_\_\_\_\_ Entire stage

What other requirements do you have for this activity?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that the information contained in the above auditorium planning form is accurate and complete. I further acknowledge that this form is part of the contract for use of the school facility and agree to abide by all terms and conditions for use, including entry and exit times.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date