

Ardrey Auditorium Technical Form

Please fill out this form and submit it electronically to Auditoria@nau.edu OR to:

Ardrey Memorial Auditorium, Northern Arizona University, PO Box 6040, Flagstaff, AZ 86011-6040

Name of Event: _____

Contact Name: _____ Contact Number: _____

Contact E-mail: _____ NAU Dept. (Area)/Organization: _____
(If applicable.)

Faculty Signature: _____ NAU Speed Chart for Billing: _____
(If applicable.) (If applicable.)

Date of Event: _____ Event Start Time: _____ Estimated Length of Show: _____

Day of Event Arrival/Load In Time: _____ Day of Event Rehearsal Time: _____

Date of Dress Rehearsal: _____ Start Time: _____ End Time: _____
(Requires separate booking if different from your event date.)

Lighting Section: Choose One: General Illumination Specialty Lighting

If you chose Specialty Lighting, please describe:

Check here if you require a follow spot.

Sound Section:

Microphone Needs: _____

Monitor Needs: _____

Additional Sound Needs: _____

Stage Section: Please check all of the equipment you require:

- | | | | |
|--|---|----------------------------|---|
| <input type="checkbox"/> Steinway 9' #1 | <input type="checkbox"/> Large Orchestra Shell Towers | How many: <u>3 / 4 / 5</u> | <input type="checkbox"/> Conductor's Podium |
| <input type="checkbox"/> Steinway 9' #2 (Adel) | <input type="checkbox"/> Recital Shell (max 8) | How many: _____ | <input type="checkbox"/> Video Projector/Screen |
| <input type="checkbox"/> Austin Organ | <input type="checkbox"/> Platforms (max 16) | How many: _____ | <input type="checkbox"/> NAU Laptop Computer |
| <input type="checkbox"/> Dance Floor | <input type="checkbox"/> Choral Risers (max 7) | How many: _____ | <input type="checkbox"/> Speaking Podium |

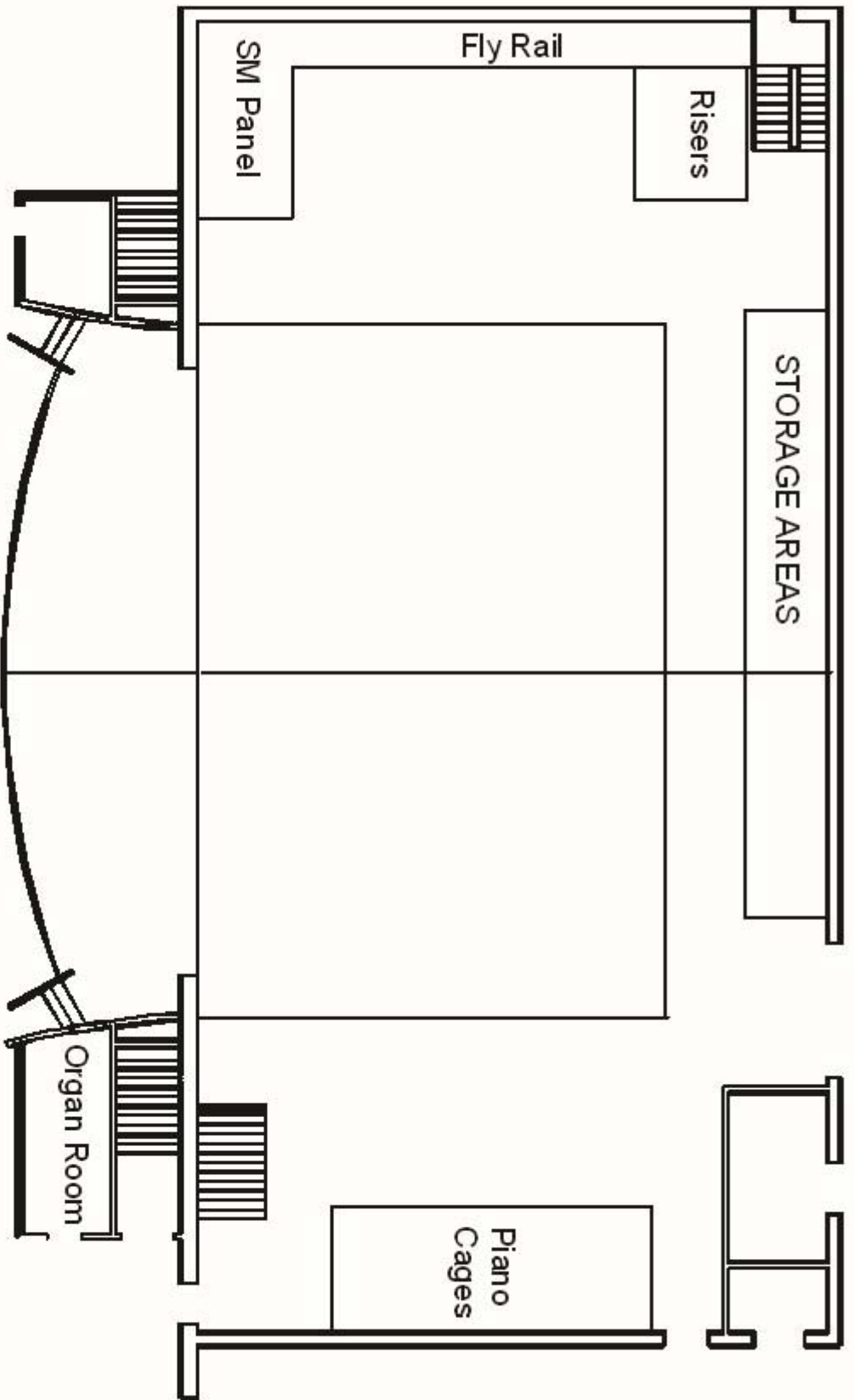
Additional Stage Needs: _____

House Section: Please check the needs of your show:

- | | | |
|--|--|-----------------|
| <input type="checkbox"/> Ticketed Event | Estimated Attendance | How many: _____ |
| <input type="checkbox"/> Merchandise Sold | <input type="checkbox"/> Dressing Rooms Needed (max 4) | How many: _____ |
| <input type="checkbox"/> Catering Involved | <input type="checkbox"/> Tables in Lobby | How many: _____ |

Time needed to setup: _____

Please draw your stage layout on the form provided.



KEY =

Chair

Conductor Podium

Curtain

Chair with Stand

Mic

Monitor

Organ

8, 16, 24

Riser with respective size

Piano