

Ardrey Auditorium Stage Manager and House Manager Report

Event Name: _____ Date of Event: _____

Organization Name: _____ Event Type: _____

Crew Clock In Time: _____ Crew Clock Out Time: _____

House Open Time: _____ Show Start Time: _____ Show End Time: _____

Stage Manager Section

Stage Manager Name: _____

Work/Stage Light: _____ # of Hours: _____ # of Spot Lights: _____

of Gel Cuts: 6": _____ 7.5": _____ 10": _____ 12": _____ 14": _____

Wireless Mics: _____ # Wired Mics: _____ # Lapel Mics: _____

Sound Monitors: _____ # of DI: _____ Digital/CD Recording

Non-Adel Steinway Piano Adel Steinway Piano Pipe Organ

Ardrey Laptop Computer Projection Screen Projector

Speaking Podium Platforms How Many: _____ Choral Risers

Gaff Tape How Much: _____ CD/Audio Playback Tablecloths Onstage #: _____

Other Equipment: _____

Notes:

House Manager Section

House Manager Name: _____

of Tickets Sold: _____ Estimated Attendance: _____

of Tables in Lobby: _____ # of Tablecloths in Lobby: _____

Type of Seating: _____

Notes:

Security

Are Exterior Doors Secured: _____ All Keys Returned to Lockbox: _____

Setup Complete for Next Event: _____ All Stage/House Lights Off & Ghost Lights On: _____

(If NO, please explain in the notes section.)