

## Ashurst Hall Technical Form

Please fill out this form and submit it electronically to [Auditoria@nau.edu](mailto: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: \_\_\_\_\_

### Sound Section:

Microphone Needs: \_\_\_\_\_

Monitor Needs: \_\_\_\_\_

Additional Sound Needs: \_\_\_\_\_

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

Music Stands (max 20) How many: \_\_\_\_\_  Baldwin SD-10 9' Concert Grand Piano

6' Round Tables (max 25) How many: \_\_\_\_\_  Speaking Podium

3' x 6' Tables (max 12) How many: \_\_\_\_\_  NAU Laptop Computer

Chairs (to be used on stage) How many: \_\_\_\_\_  Video Projector/Screen

Additional Stage Needs: \_\_\_\_\_

### House Section: Please check the needs of your show:

Ticketed Event

Is the standard theatre style house seating adequate?  Yes  No

Merchandise Sold

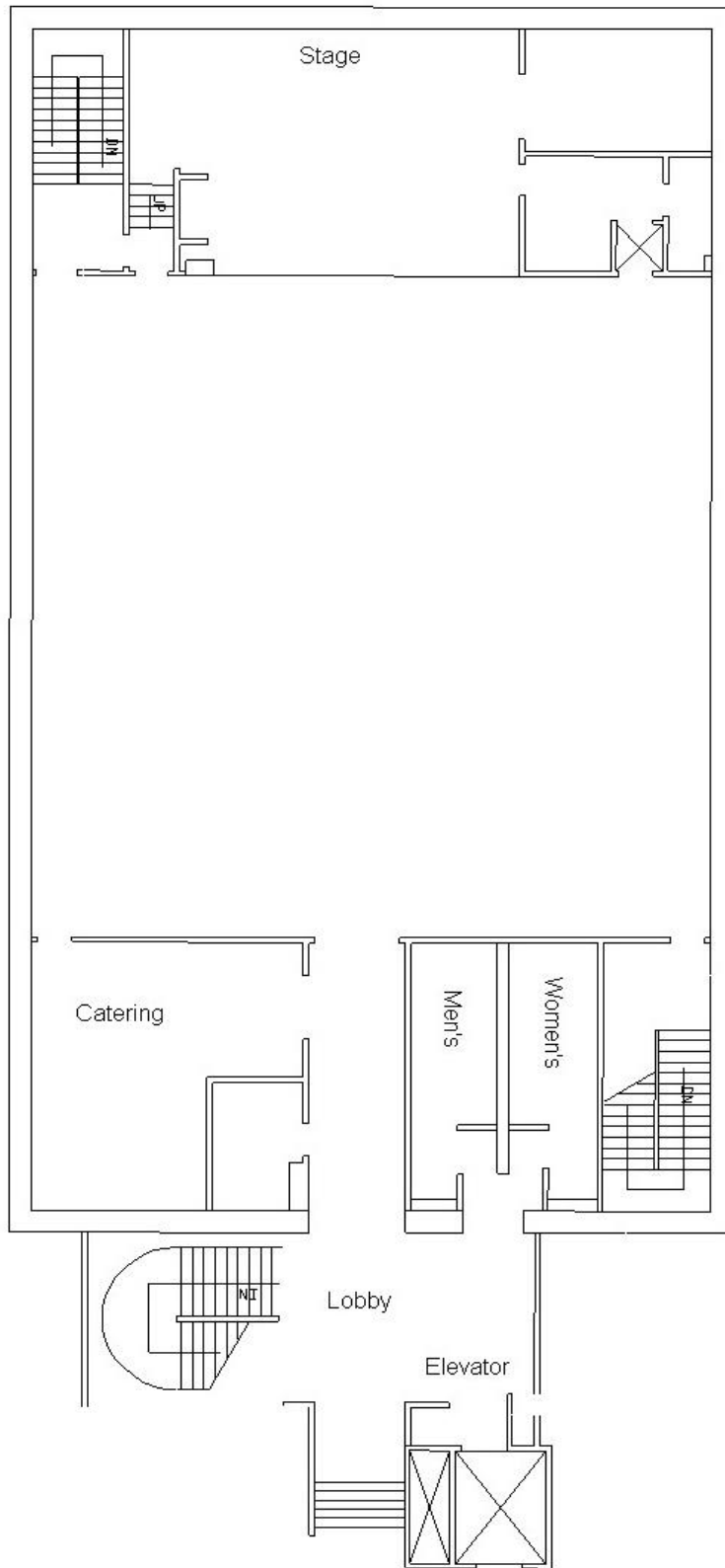
(10 rows of 20 chairs in groups of 5, total of 200 seats, facing stage)

Catering Involved

**If you answered no please indicate requested seating layout**

Time needed to setup: \_\_\_\_\_

**on the second page of this form.**



Other Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_