

## Ashurst Hall Manager Report

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Event Type: \_\_\_\_\_

Ashurst Manager Name: \_\_\_\_\_

Crew Clock In Time: \_\_\_\_\_ Crew Clock Out Time: \_\_\_\_\_

House Open Time: \_\_\_\_\_ Show Start Time: \_\_\_\_\_ Show End Time: \_\_\_\_\_

### Stage Information Section

House/Stage Light: \_\_\_\_\_ # of Hours: \_\_\_\_\_

# Gel Cuts: 7.5": \_\_\_\_\_ 10": \_\_\_\_\_ # Wireless Mics: \_\_\_\_\_ # Wired Mics: \_\_\_\_\_

# Sound Monitors: \_\_\_\_\_ # of DI: \_\_\_\_\_ # Lapel Mics: \_\_\_\_\_

Grand Piano  Round Tables #: \_\_\_\_\_  DVD Player

Ashurst Laptop Computer  Ashurst Desktop Computer  Projector/Projection Screen

Speaking Podium  Platforms #: \_\_\_\_\_  Ashurst Tablecloths #: \_\_\_\_\_

Gaff Tape How Much: \_\_\_\_\_  CD/Audio Playback  Digital Recording

Other Equipment: \_\_\_\_\_

### House Information Section

# of Tickets Sold/Estimated Attendance: \_\_\_\_\_

### Notes

### Security

Are Exterior Doors Secured: \_\_\_\_\_ All Keys Returned to Lockbox: \_\_\_\_\_

Setup Complete for Next Event: \_\_\_\_\_ All Stage/House Lights Off: \_\_\_\_\_

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