

Kitt Recital Hall 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 Stage Light Hours: _____

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

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

Non-Adel Steinway Piano Platforms CD/Audio Playback

Recital Hall Laptop Computer Speaking Podium Projector How Many: _____

Gaff Tape How Much: _____ Choral Risers Tablecloths Onstage #: _____

Harpsichord Piano Forte Portative Organ

Other Equipment: _____

Notes:

House Manager Section

House Manager Name: _____

of Tickets Sold/Estimated Attendance: _____

of Tables in Atrium: _____ # of Tablecloths in Atrium: _____

Notes:

Security

All Stage/House Lights Off & Ghost Lights On: _____ All Keys Returned to Lockbox: _____

Setup Complete for Next Event: _____ Are Exterior Doors Secured: _____

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