

Kitt Recital Hall 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:

Sound Section:

Microphone Needs: _____

Monitor Needs: _____

Additional Sound Needs: _____

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

Steinway D 9' Conductor's Podium Platforms (max 6) How many: _____

Speaking Podium Video Projector/Screen Choral Risers (max 4) How many: _____

NAU Laptop Computer

Additional Stage Needs: _____

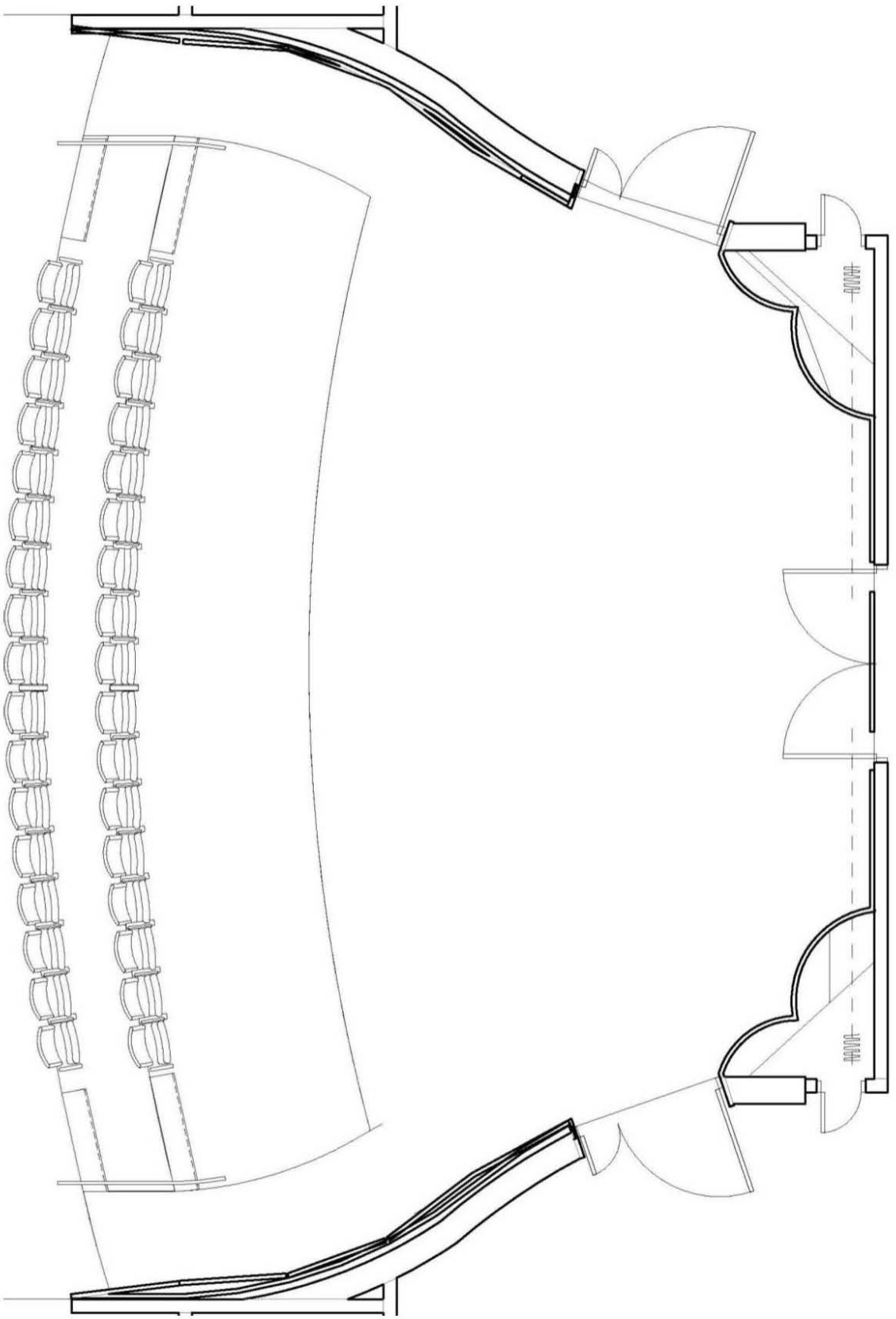
House Section: Please check the needs of your show:

Ticketed Event Estimated Attendance How many: _____

Merchandise Sold Tables in Lobby How many: _____

Dressing Room Needed Catering Involved Time needed to setup: _____
(Atrium Only)

Please draw your stage layout on the form provided.



Key:

Chair = X

Chair with stand = X

Piano 

Microphone 

Riser with respective size

 8' 16' 24'

Monitor 

Conductor Podium 