Performance Facilities Use Form

Grady High School

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date submitted \_\_\_\_\_\_\_\_\_\_\_

Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department or Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a student in charge of the production?

If so: Student Event Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail/phone \_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_ Is this recurring? If so, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start time and end time of event (when you need the space on performance days):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space(s) needed (include all areas used): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technical Needs

Check all that apply. Supplement with attached designs if required. Items in italics require significantly longer prep time (see reverse for details).

**Lights:**

* Basic stage light only
* Audience light
  + On/off fading needed
* *Color/patterns*
* *Moving lights*
* *Full Design (designer needed)*
* *Full Design (design submitted)*

**Sound:**

* CD player needed
* *Speakers (if not in theater)*
* *Sound effects*
* Microphones - specify amount below
* Wireless handheld \_\_\_\_\_
* Wireless lapel \_\_\_\_\_

***Costumes:***

* *Full Design (designer needed)*
* *Full Design (design submitted)*
  + *Rental required*
  + *Budget: \_\_\_\_\_\_\_\_*

**Props:**

* *Full Design (designer needed)*
* Attaching prop list
* *Props need to be built*

**Set:**

* Podium
* Drama cubes (number \_\_\_\_\_)
* Chairs (number \_\_\_\_\_\_\_\_)
* *Walls or stock scenery*

*(simple benches, tables, etc.)*

* *Set Construction needed (designs submitted)*
* *Full Design (designer needed)*

Specifics for above items:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates to submit form and guidelines for design needs

|  |  |
| --- | --- |
| Amount of Time Before Show | Technical Need |
| 3 months | Full design from scratch and designer needed in set construction. |
| 2 months | Set construction from scratch - designs are turned in with this form. Costume designs as well if they must be built from scratch. |
| 6 weeks | Prop construction from scratch - prop list is turned in with this form. Costume designs as well if they are not built from scratch. |
| 4 weeks | Light design from scratch, prop list (without construction), Sound effects list, Set design if only walls and stock scenery. |
| 2 weeks | Light plan for show, including colors, patterns, or moving lights. Speakers or other sound equipment set-up. |
| 1 week | Basic set needs (podium, chairs, etc). Basic stage light and sound needs, including microphones. |
| 2 school days | Last day to turn in this form for any function needing technical work. |

Special instructions:

Please remember to make copies of this form before turning it in to either John Brandhorst or Jake Dreiling on or before the dates described above. If you have needs that have different times, turn in this form on the earliest date.