



FINE ARTS THEATRE FACILITIES ORDER

INSTRUCTIONS

1. Use this form for events in the Fine Arts Theatre and adjacent areas only. For other areas, use a Facilities Action Sheet (FAS).
2. This form is due in the Facilities Office ten (10) days before the event.
3. Complete a Facilities Action Sheet (FAS) for each event requiring set-up (including rehearsals). This form confirms your reservation of space and notifies Facilities of all set-up and air conditioning needs.
4. If you have additional documentation and are submitting this form via email, attach those forms when the email window is displayed.

Choose one of the options below:

- This facility has already been reserved for this event.
- PLEASE RESERVE THIS FACILITY NOW, IF POSSIBLE.

Name of Event:

Date needed: Starting time:

Open area(s) from AM PM to AM PM

Sponsoring Organization: Phone:

Address:

Building supervisor: Phone:

Person in charge: Phone:

Area(s) to be used: Theatre Dressing Room Gallery Lobby Workshop Control Booth

Box Office Date: Hours:

Orchestra Pit - Level Stage Floor Other

FACILITIES SET-UP: Check needed items and describe location, etc.
Attach diagram, if necessary.

Set-up by date: Time:

<input type="checkbox"/> Cyclorama	<input type="text"/>	<input type="checkbox"/> Tables	<input type="text"/>
<input type="checkbox"/> Front curtain	<input type="text"/>	<input type="checkbox"/> Lectern	<input type="text"/>
<input type="checkbox"/> Intermediate curtain	<input type="text"/>	<input type="checkbox"/> Acoustical shells	<input type="text"/>
<input type="checkbox"/> Other curtains	<input type="text"/>	<input type="checkbox"/> Music stands	<input type="text"/>
<input type="checkbox"/> Piano(s)	<input type="text"/>	<input type="checkbox"/> Traffic ropes	<input type="text"/>
<input type="checkbox"/> Risers	<input type="text"/>	<input type="checkbox"/> Heat / AC: time on <input type="text"/> off <input type="text"/>	
<input type="checkbox"/> Staging	<input type="text"/>	<input type="checkbox"/> Parking lot lights: on <input type="text"/> off <input type="text"/>	
<input type="checkbox"/> Chairs	<input type="text"/>	<input type="checkbox"/> Other	<input type="text"/>

TECHNICAL: For approved theatre technicians. Attach complete light plots and sound plans, if applicable.

SOUND

Microphones: Nbr: Location:

CD Player Recorded music to be played

Stage monitor

Other:

LIGHTS

Stage Orchestra

Audience Spots, 1 or 2

Caliper

Attach complete light plot, if applicable

Typed Name of Person in Charge (electronic signature) Date:

Date Received: Date Distributed:

For Facilities Office:

Theatre to be cleaned on: Cleaning service notified (signature): Date: