



**5. STAGE SET UP**

**A. SOUND EQUIPMENT**

Microphone(s) (\$)

- Corded Qty: \_\_\_\_\_
- Wireless Qty: \_\_\_\_\_
- Lapel Qty: \_\_\_\_\_
- Podium
- Standard Recording (\$)

**C. PORTABLE EQUIPMENT**

- Baby Grand Piano (\$)
- Steinway Grand Piano (RH only)(\$)
- Podium (1)
- 8-ft Tables Qty: \_\_\_\_\_ (5 available)
- Music Stands Qty: \_\_\_\_\_ (30 available)
- Chairs Qty: \_\_\_\_\_ (30 available)
- Choral Risers (\$)
- Orchestral Risers (\$)

**B. LIGHTING EQUIPMENT**

- Projection Screen/Rear Screen Projection (\$)
- Special Lighting Needs (\$)\_\_\_\_\_

**6. LOBBY SET UP**

Chairs Qty: \_\_\_\_\_ (10 available)  
 Tables Qty: \_\_\_\_\_ (5 available)

**7. ADDITIONAL EVENT DETAILS**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| WILL YOU SELL TICKETS?                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WILL YOU HAVE A RECEPTION?                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WILL YOU PROVIDE USHERS/FRONT OF HOUSE STAFF?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WILL YOU PROVIDE YOUR OWN TECHNICAL STAFF?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WILL YOU HAVE A DRESS REHEARSAL THAT IS OPEN TO THE PUBLIC? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**8. SUBMIT THIS FORM**

E-mail: Save and email to Suzanne Butler at sbutler@scu.edu / Fax: (408) 554-2171 / Send: Center of Performing Arts, Santa Clara University, Santa Clara, CA 95053 / Deliver to: Center of Performing Arts Administrative Office, Music and Dance Facility, Room 222 (Building is located on the corner of Franklin and Lafayette Streets in Santa Clara, CA)

**Office use only**

**DATES AND CONTRACTED TIMES OF EVENTS**

Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**EVENT / PERFORMANCE START TIMES**

Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 Date \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RENTAL COORDINATOR APPROVAL \_\_\_\_\_

SECONDARY APPROVAL \_\_\_\_\_