

DIEGO RIVERA use request form:

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SET-UP for: Chancellor Keynote Other: _____

Event: _____ Date: _____

Time: _____ Contact: _____

STAGE SET UP	
<input type="checkbox"/>	Stage only
<input type="checkbox"/>	Lecturn
<input type="checkbox"/>	Front Apron
<input type="checkbox"/>	Lecturn w/Mic
<input type="checkbox"/>	Front curtain up
<input type="checkbox"/>	Front curtain down
<input type="checkbox"/>	
<input type="checkbox"/>	

AUDIO VISUAL	
<input type="checkbox"/>	VCR/Monitor
<input type="checkbox"/>	Film Projector
<input type="checkbox"/>	Slide Screen
<input type="checkbox"/>	Slide Projector
<input type="checkbox"/>	Video Projector
<input type="checkbox"/>	Camcorder/VCR Operator
<input type="checkbox"/>	Overhead Projector
<input type="checkbox"/>	Camcorder

LIGHTING EQUIPMENT	
<input type="checkbox"/>	Basic lighting
<input type="checkbox"/>	Mirror Ball
<input type="checkbox"/>	Strobe light
<input type="checkbox"/>	Chaser light
<input type="checkbox"/>	Fog machine
<input type="checkbox"/>	Follow spot
<input type="checkbox"/>	
<input type="checkbox"/>	

SOUND EQUIPMENT	
<input type="checkbox"/>	Basic system
<input type="checkbox"/>	Cassette Tape Recorder
<input type="checkbox"/>	Reel-to-reel tape recorder
<input type="checkbox"/>	CD player
<input type="checkbox"/>	Backstage dressing Room Speakers
<input type="checkbox"/>	Microphones (Floorstand): # _____)
<input type="checkbox"/>	(Lecturn(s): # _____)
<input type="checkbox"/>	(Hand Held: # _____)

5 STAGE EQUIPMENT

Will use our set pieces and/or props?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will stage props be moved during the event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you need to use furnishings backstage?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you "load in" your own equipment, etc?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you need special stage platforms?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you need special stage floor painting?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

6 SPECIAL CURTAIN

Will you require special/reserved audience seating arrangements?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you require special lobby tables or chairs?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

7 SPECIAL ADDITIONS

Floral arrangements?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Other arrangements?	<input type="checkbox"/> No	<input type="checkbox"/> Yes