

Norwalk Performing Arts Center

Facilities Request Form

Event Title: _____

Event Date: Month: _____ Day(s): _____ Year: _____

Event Time: _____

Type of Event: Music Presentation Dance Other

Anticipated number of participants: _____

Anticipated Audience Size: _____ (925 max)

Rehearsals: Month: _____ Day: _____ Time: _____

Month: _____ Day: _____ Time: _____

Person Requesting: _____ Date: _____

Email: _____ Phone: _____

*Custodians Requested: # _____ Hours: _____

*Technicians Requested: # _____ Role(s): _____

Facilities Requested: (Special instructions submitted on separate sheet)

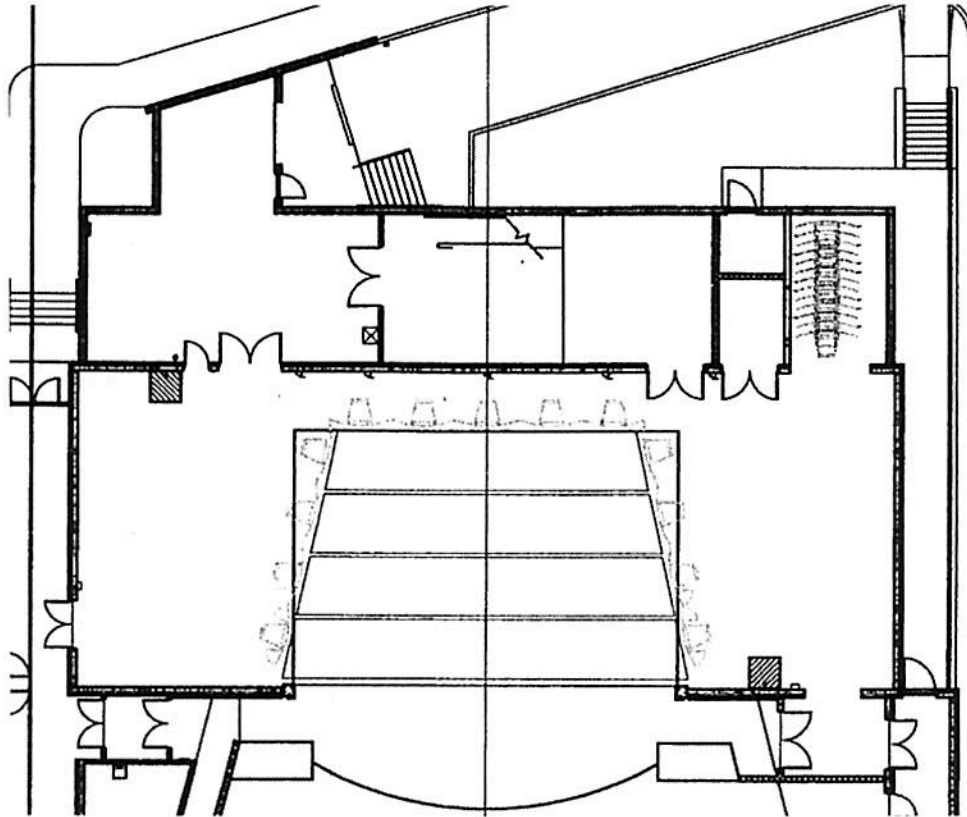
- Performing Arts Center
 - Dressing Rooms
 - Makeup Room
 - Green Room
- Eastview Cafeteria
 - East Side
 - West Side
- Other: _____

* Rates for technicians and custodians to be outlined in rental contract.

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PAC Setup Form

Stage Configuration:



Onstage Set:

- *Choral Risers: # _____
- *Other Platforms: # _____ Indicate location and height above.
- Anything needed hung above the stage? (Indicate location)

Other Staging:

PAC Setup Form

Microphones:

Available Equipment

18 Shure ULXD2 Wireless Dynamic Vocal microphones

18 Shure ULXD1 Wireless belt pack with Lavalier Omnidirectional microphones

12 Shure SM58 wired Dynamic Vocal microphones

6 Shure SM57 Wired Dynamic Instrument microphones

4 Shure SM94 Wired Condenser Instrument microphones

9 microphone stands (6 Straight, 6 Boom Stands)

- Handheld Wireless # _____ Mic Stands: # _____ (Mark on stage plan with X)
- Wireless Beltpack: # _____
- Wired Mics: # _____ (These are better for instruments and podium)
 - Podium
 - Instrument
- Other onstage needs:

Other Needs:

- Apron Only
- *Podium (Indicate location above)
- Stage Monitor Speakers (4): # _____ Onstage / Backstage
- Music Playback Computer / CD / Other
- Video Screen Computer / DVD
- *Spotlights: 1 2
- Other Requests: