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.
Norwalk Performing Arts Center

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:

Update 3-1-2013  *Indicates charges apply. Rates to be determined in rental contract.
PAC Setup Form

Microphones:

Available Equipment

18 Shure ULXD2 Wireless Dynamic Vocal microphones
18 Shure ULXD1 Wireless belt pack with Lavaliere 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:

Update 3-1-2013 *Indicates charges apply. Rates to be determined in rental contract.