

Ardrey Auditorium Technical Form

Please fill out this form and submit it electronically to Auditoria@nau.edu OR to:

Ardrey Memorial Auditorium, Northern Arizona University, PO Box 6040, Flagstaff, AZ 86011-6040

Name of Event: _____

Contact Name: _____ Contact Number: _____

Contact E-mail: _____ NAU Dept. (Area)/Organization: _____

Faculty Signature: _____ NAU Speed Chart for Billing: _____
(If applicable.) (If applicable.)

Date of Event: _____ Event Start Time: _____ Estimated Length of Show: _____

Day of Event Arrival/Load In Time: _____ Day of Event Rehearsal Time: _____

Date of Dress Rehearsal: _____ Start Time: _____ End Time: _____
(Requires separate booking if different from your event date.)

Lighting Section: Choose One: General Illumination Specialty Lighting

If you chose Specialty Lighting, please describe:

Check here if you require a follow spot.

Sound Section:

Microphone Needs: _____

Monitor Needs: _____

Additional Sound Needs: _____

Stage Section: *Please check all of the equipment you require:*

<input type="checkbox"/> Steinway 9' #1	<input type="checkbox"/> Large Orchestra Shell Towers	How many: <u>3 / 4 / 5</u>	<input type="checkbox"/> Conductor's Podium
<input type="checkbox"/> Steinway 9' #2 (Adel)	<input type="checkbox"/> Recital Shell (max 8)	How many: _____	<input type="checkbox"/> Video Projector/Screen
<input type="checkbox"/> Austin Organ	<input type="checkbox"/> Platforms (max 16)	How many: _____	<input type="checkbox"/> NAU Laptop Computer
<input type="checkbox"/> Dance Floor	<input type="checkbox"/> Choral Risers (max 7)	How many: _____	<input type="checkbox"/> Speaking Podium

Additional Stage Needs: _____

House Section: *Please check the needs of your show:*

<input type="checkbox"/> Ticketed Event	Estimated Attendance	How many: _____
<input type="checkbox"/> Merchandise Sold	<input type="checkbox"/> Dressing Rooms Needed (max 4)	How many: _____
<input type="checkbox"/> Catering Involved	<input type="checkbox"/> Tables in Lobby	How many: _____

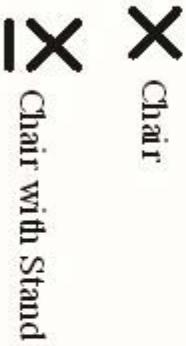
Time needed to setup: _____

Please draw your stage layout on the form provided.

KEY =



Chair



Chair with Stand



Mic



Conductor Podium



Monitor



ORG



Piano



Curtain

8,16,24

Riser with respective size

