

TIGARD HIGH / TUALATIN HIGH AUDITORIUM TECHNICAL REQUIREMENTS

No food or drink is allowed in the auditorium or lobby at any time

Name of Organization: _____ Date: _____

Name of Person Making Request: _____ Phone: _____

Date of Event: _____

Time of Event (Curtain): _____ Time of End of Event: _____

Time to Admit Audience: _____ Estimated Number of Audience: _____

Time to Unlock Doors for Cast / Using Group: _____

Date(s) and Time(s) of Rehearsals: _____

_____ PLEASE MARK APPROPRIATE BOXES FOR TYPE OF EVENT _____

MUSIC

- _____ Recital
- _____ Symphonic Band
- _____ Concert Choir
- _____ Jazz / Stage Band
- _____ Orchestra
- _____ Vocal Jazz Group
- _____ Other

DRAMA/MUSICAL/DANCE

- Title of Work _____
- _____
- Type of Settings: _____
- _____

LECTURE/PANEL/FILM

- _____ Single Speaker
- _____ Two or More Speakers
- _____ Audio Visual

_____ PLEASE INDICATE STAGE AREA AND / OR SEATING AREA NEEDS _____

_____ FRONT STAGE ONLY _____ FULL STAGE _____ UPPER SEATING AREA _____ LOWER SEATING AREA

A. CURTAINS

- _____ Act Curtain
- _____ Half Depth Stage Masking
- _____ Cyclorama Down
- _____ Scrim Curtain Down

B. BACKSTAGE AREAS

- _____ Makeup Room Unlocked
- _____ Men's Dressing Room Unlocked
- _____ Women's Dressing Room Unlocked

C. LIGHTING

- _____ Stage Lighting on Apron ONLY
- _____ Stage Lighting Full Depth
- _____ Cyclorama Lighted

D. FRONT OF HOUSE OPERATION

- _____ Number of Ticket Sellers
- _____ User Provides Tickets
- _____ Number of Ushers (Using Group Provides)

E. STAGING REQUIREMENTS

- _____ Full Stage Box Set(s)
- _____ Painted Back Drops
- _____ Scenery Wagons
- _____ General Lighting Plot

F. CREW NEEDS

- _____ Lighting Control Technician
- _____ Follow Spot Operator ___ One ___ Two
- _____ Stage Manager _____ Flyman
- _____ Project Operator
- _____ Sound Technician

G. EQUIPMENT NEEDS

- _____ Grand Piano (on stage)
- _____ Studio Piano
- _____ Choir Risers _____ # of sections (Tigard Only)
- _____ Choir Shell _____ # of sections (5 available)
- _____ Number of Musicians
- _____ Number of Music Stands
- _____ Number of Stand Lights
- _____ Lectern _____ Chair _____ How Many?
- _____ Table on Stage
- _____ Auditorium P.A. System
- _____ Number of Corded Microphones (8 available)
- _____ Hand Held Wireless Microphone (1 available)
- _____ On Stage Monitor Speakers (2 available)
- _____ CD Player Through House P.A.
- _____ Video Projector
- _____ DVD Player
- _____ Movie Screen Down and Masked

If this form is not received at least 30 days prior to the scheduled event, it is assumed using group does not want the auditorium and it will be opened for other use.

To confirm staging needs please email:

Tualatin High School Drama Director – Jayne Welch at jwelch@ttsd.k12.or.us and Drew Havnauer at dhavnauer@ttsd.k12.or.us

Tigard High School Drama Director – Tori Scoles at Tscoles@ttsd.k12.or.us