

Williamson Performing Arts Center



Event Set Up Information

Event: _____ Date: _____

Move in Time: _____ Move Out Time: _____

Rehearsal Dates: _____

Rehearsal 1. Start Time: _____ End Time: _____

Rehearsal 2. Start Time: _____ End Time: _____

Rehearsal 3. Start Time: _____ End Time: _____ (Please attach additional rehearsal times if needed)

Start Time for Event: _____ Length of Show: _____

Est Attendance: _____ Max is 850 Ticket Prices: _____

Contracting Organization: _____

Contact Person: _____ Phone: _____ Fax: _____

Email: _____

Address: _____

City _____ State: _____ Zip: _____

Liability and Damage Insurance Required (Please attach certificate)

(Please check all that apply below)

DRESSING ROOMS

Stage Set up

CHAIRS How Many: _____

RISERS How Many: _____ (Attach plan)

PODIUM

***More set up see other side**

Technology (*Tech assistance is always required*)

- TICKET BOOTH (**IMPORTANT** Williamson Tech Director needs to know if needed)
- Stage Lights
- Sound
- Screen
- DVD

MIC Needs: _____

- Audio
(4 body Mics available/4 Handheld Mics available at once)
- Video **IMPORTANT* Please contact the Williamson Tech Director if recording.**

Network Access

- Computer (Please specify needs) MAC/ PC, Purpose of the Computer: _____