

Technical Information Sheet - University Theatre

Organization			
Name of Event			
Location	Stewart	Thompson Studio	Thompson Main
Estimated Attendance			
Date of Event			
Access time	AM PM	Notes:	
Event start time	AM PM	Approximate end time	AM PM
Rehearsal Time(s)	AM AM	PM PM	to to
Event Contact Person		Email Address	
Contact Address		Phone Number	
Technical Requests	X if Yes	Additional Information	
*Microphones			
Other Audio			
Lighting (other than basic stage wash)			
*Follow spotlights, 1 or 2 (Requires 1 crew per spotlight, \$12/hr)			
*Video Projector (laptop not included)			
*Piano (tuning costs charged to user)			
*Marley dance floor			
Ticketed Event?	Y N	Tickets must be coordinated with Ticket Central.	
Ticket Central is:	<u>Printing my tickets</u> & I have reserved the Talley Lobby to sell them at the door (call Talley Reservations at 919.515.2249)		
	<u>Selling my tickets at their box office</u>		
Reserved Seating?	Y N	If yes, please provide details below or attach a seating chart	
Dressing Rooms?	Y N	If yes, please provide any details:	
Staging needs?	If you have any other technical information regarding the event, such as spe stage layouts, lighting plans, scripts and drawings please attach those to thi sheet.		

*Denotes extra cost may be incurred for these items.

**HANDICAPPED SEATING IS AVAILABLE. THIS AREA IS RESERVED AND CAN ONLY BE USED TO ACCOMODATE GUESTS WITH SPECIAL NEEDS. THIS AREA IS NOT AVAILBLE FOR STORAGE OR DISPLAYS OR EQUIPMENT.

Please return completed form to: Fax: (919) 513-2988 or email to nick_purdy@ncsu.edu