

Monta Vista High School Technical Theatre Request for Auditorium Use

(all events must first be scheduled with the Facilities AP)

Please note that all groups using sound or lights in the auditorium must use a trained Stagecraft student* to operate the sound and lights in the control booth during the event. This is to ensure proper care of the equipment and trouble-shooting as necessary during the performances. The fee for this is \$10 per hour per technician needed. If a light design or re-focus is needed, those hours must be compensated if they must be done during after school hours. If the organization cannot afford to pay this fee, it can be submitted to Administration for approval/payment.

*Exception: Dance, Drama, and Music teachers who are trained on equipment do not need a Stagecraft student, but may have one if requested.

How can we help you?! 😊

Organization _____

Contact Person _____

Contact email and phone _____

Date(s) of performance _____

Date(s) of technical rehearsal(s) _____

Describe your event _____

What part(s) of the stage will you need?

- Apron only (downstage of red main drape)
- Midstage to downstage
- Full stage

Will you need full access to the wings?

- Yes

If so, please describe; will you have scenery to store, or do you just need a clear path for performers?

- No

Will you use risers?

- Yes

If so, where will they be?

- No

Do you need stage lights for your performance?

- Yes
 - If so, please describe; would you like a light design, or do you just need what is already there to be turned on and off at appropriate times?

- No

Would you like a Stagecraft student to run your lights?

- N/A
- Yes
- No (Music, Dance, and Drama teachers only)
Name of trained teacher in charge of control booth:

Do you need sound (ie: run from the booth; not live) for your performance?

- Yes
 - If so, please describe; will you be needing a CD player? Are there other details you would like us to know?

- No

Would you like a Stagecraft student to run your sound?

- N/A
- Yes
- No (Music, Dance, and Drama teachers only)
Name of trained teacher in charge of control booth:

Additional requests/notes:

Please submit this form to Holly Cornelison, Stagecraft Supervisor/Drama Teacher. A trained technician will be in contact with you shortly to discuss and clarify your needs for the show. We look forward to supporting your production!