

# TECHNICAL NEEDS REQUEST FORM (Ballroom, Te Ata, Alumni Chapel)

Event Title: \_\_\_\_\_

Event location\* \_\_\_\_\_

Performance Date and time: \_\_\_\_\_

*\*USAO does not schedule events during official University closures/holidays. Please check the University calendar accordingly before choosing your date.*

Rehearsal Date and Time (subject to availability): \_\_\_\_\_

\*If your event requires several dates for rehearsal, please provide all dates.

\*Please note the rehearsals may incur additional labor and facility charges.

**Event description:** Please tell us about the type of event you wish to hold. Please included estimated attendance. If you have any specific needs, please list those here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Type of Event:

- |  |   |
|--|---|
| <input type="checkbox"/> Lecture               | <input type="checkbox"/> Dance recital or performance |
| <input type="checkbox"/> Seminar or meeting    | <input type="checkbox"/> Drama/theatre performance    |
| <input type="checkbox"/> Reception or luncheon | <input type="checkbox"/> Other                        |
| <input type="checkbox"/> Music concert         |   |

Set-up time: \_\_\_\_\_

*\*Please list the earliest possible time that you would need access to set-up for your event.*

**AV needs:**

Podium? \_\_Yes \_\_No

Video projection? \_\_Yes \_\_No

Type of media:

FLASH DRIVE

DVD

CD

*\*All media must be complete prior to the tech rehearsal.*

**Sound needs:**

Someone speaking? \_\_Yes \_\_No

If yes, how many microphones are needed? \_\_\_\_\_

Will the speaker be moving or stationary? \_\_\_\_\_

Prerecorded sound? \_\_Yes \_\_No

Will you need a piano? \_\_Yes \_\_No

**Special Lighting needs (Te Ata only):** \_\_Yes \_\_No

**Staging needs:**

Will there be a set on stage? \_\_Yes \_\_No

Need the main curtain? \_\_Yes \_\_No

Need risers? \_\_Yes \_\_No

Need chairs? \_\_Yes \_\_No If yes, Number\_\_\_\_ (up to 75).

Need music stands and lights? \_\_Yes \_\_No If yes, Number\_\_\_\_\_.

***Please contact the Facilities Manager at 405-574-1264 or  
405-574-1278 to confirm tech needs.***

***\*All events are subject to additional tech charges as needed.***

***\*Only authorized personnel will be allowed in the technical booth.***

***\*Any and all changes to lighting and sound systems must be authorized and  
approved by the Facilities Manager.***