

Cobleskill-Richmondville High School

HS THEATRE/STAGE USE REQUEST

This form should be received at least two weeks prior to the scheduled event. All lighting, sound, and curtains will be operated by the school stage crew only. For further information or advice, contact Michael Lent, C-RHS Director of Stage & Lighting, at 518-528-9293 (cell) or by Email at lentm@crsd.org.

Organization: _____

Type of Activity (concert, play, etc.): _____

Person in Charge of Activity: _____

Date of Activity: _____ Time from: _____ (A.M.) (P.M.) to: _____ (A.M.) (P.M.)

THEATRE FACILITIES NEEDED: (check appropriate blanks)

____ ORCHESTRA

____ PIT

STAGE FACILITIES NEEDED: (check appropriate blanks)

____ FULL STAGE (25'6" X 50'6")

____ APRON TO OLIO (9' X 50'6")

____ GENERAL LIGHTING (Borders & Houselights)

____ FULL STAGE LIGHTING

____ BALCONY SPOTLIGHTS

____ PUBLIC ADDRESS → _____ Microphone on Lectern _____ Computer

_____ Microphone on Stand _____ Projector

_____ Internet Access _____ Screen

OTHER REQUIREMENTS: (please list)

As the sponsor and responsible party for this activity, I hereby acknowledge and will enforce the rule of "NO FOOD OR DRINK IN THE THEATRE AT ANY TIME." This rule applies to everyone—there are no exceptions.

Sponsor's Signature

Approved: _____, *Director of Stage & Lighting*

Approved and on the Calendar: _____, *Principal*