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:

☐ Lecture                         ☐ Dance recital or performance
☐ Seminar or meeting             ☐ Drama/theatre performance
☐ Reception or luncheon          ☐ Other
☐ 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.