# Concert Request Form

## Details: Please check/fill in what applies to your event:

- **Food**
  - Caterer: ______________________
  - Box Food # _____
  - Alcohol

- **Outside Rental Furniture**
  - Company: __________
  - Item(s) (Tables, risers, curtain, etc): __________
  - Delivery date/time: __________
  - Pick up date/time: __________

- **Security Needed**
- **This event will be ticketed.**
  - Cost per ticket: __________
  - Where can tickets be purchased? __________

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- **Equipment:** Please check the equipment needed for your event. Where necessary indicate the # of items requested.

  - **Podium**
  - **Podium Microphone**
  - **Wireless Handheld Microphone** # _____
  - **Wireless Clip-on Microphone** # _____
  - **Additional Microphone** # _____
  - **Floorstand** # _____

- **Bringing Laptop** w/ sound
- **Installed Computer**
- **Projector** (video & data)
- **PowerPoint Remote**
- **Laser Pointer**
- **Tablestand** # _____

- **VCR** Standard
  - Multi-standard
- **DVD** Standard
  - Multi-region
- **TV Cart** DVD
  - VCR # _____
- **Panel** # of panelists _____
- **16mm Film Projector**
- **DVD/CD Player**
- **VHS**
- **Mini Digital Video**
- **TV Washington Involved**
- **UWTV Involved**

**Other:**

- The microphones we provide are lecture quality. If you require performance quality for your event it is recommended you rent equipment from another vendor. All equipment brought to this facility must run independently of the house system. We do not allow any equipment to be plugged into our system.
- Playback of burned DVDs or CDs cannot be guaranteed. A test is recommended.
- We do not provide adaptors for laptops that do not have a standard VGA display output.
- Would you like to be in radio communication with your operator?  
  - Yes  [ ]  No  [ ]
- Would you like to rent additional radios for your group to communicate?  
  - Yes  [ ]  No  [ ]
    - How Many? _____
- If you have multiple microphones we require a stage diagram with the microphone locations.
- A 100 decibel maximum is enforced for all events.

**CHARGES APPLY TO EQUIPMENT AND RADIOS**
Specify any tables or chairs needed and their locations, including lobby. Please indicate on the room diagram their placement.

Available: 6', 8', or 10' Tables and Chairs

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Stantions (these are helpful for forming lines in the lobby). Check for current availability.

Additional Set Up

Lighting
The lighting capabilities are limited in this space. The lighting available includes the following:
Stage: 8 incandescent lights directly above the stage (dimmable)
  10 ellipses in catwalk (dimmable)
  4 scoops to further illuminate stage
House: Fluorescent and incandescent house lights
  Fluorescent sconces
  Fluorescent cove lighting in wall paneling
  Fluorescent wall lighting on back balcony wall

Some lighting schemes will require additional labor costs. Complex lighting requests requiring multiple settings must be arranged prior to your event. Up to 4 light settings may be programmed. A lighting walk-through MUST be scheduled to develop a lighting plan prior to the event. Spot lights must be rented from another vendor. Additional lights may not be hung on the room grid. Describe your lighting needs in detail below.

Would you like to schedule a lighting walk-thru? ☐ Yes ☐ No

________________________________________________________________________
________________________________________________________________________

Green Room (Room M118)
This is a room with a restroom and dressing rooms located behind Kane 130 and up a flight of stairs. This is available for free with the rental of Kane 130. If you are serving food in this room you are required to remove your trash to the dumpster at the Kane Hall loading dock. Will you use the Green Room? ☐ Yes ☐ No

Props/Decorations
- If your group requires a curtain, pipe & drape, or a platform, these must be rented from an outside rental company.
- Will there be any decorations? Balloons? Confetti is not permitted.
- Do you plan to hang any banners? Where?

Catwalk
- Do you need access to the catwalk? ☐ Yes ☐ No
- Only one person from your group is allowed in the catwalk at a time.
- What do you plan to do in the catwalk?
- Anything hung from the catwalk must be approved by the Events office prior to your event.

Piano
☐ Upright Piano, $150
☐ Baby Grand Piano, $535

Confirm by Initialing ____________________________
Print Name ____________________________