



# Laredo College

## Martinez Fine Arts Theater

### Reservation/Technical Service Request

Name of Requestor \_\_\_\_\_ Phone /Ext. \_\_\_\_\_

Name of person in charge of event \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

**Name of Event** \_\_\_\_\_

Please check type of event: LC event \_\_\_\_\_ For Profit Event \_\_\_\_\_ Non-Profit Event \_\_\_\_\_

**Date(s) of Event** \_\_\_\_\_ **Times of event:** Start \_\_\_\_\_ End \_\_\_\_\_

How much time immediately prior to event will you need for set-up/prep? \_\_\_\_\_

How much time immediately after event will you need for clean-up/strike? \_\_\_\_\_

Dates and times requested for set up that is not immediately prior to event? \_\_\_\_\_

Will there be an orchestra requiring the use of the pit for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Dates and times requested for rehearsals, if needed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check how many follow spot lights you will need? Zero \_\_\_\_\_ One \_\_\_\_\_ Two \_\_\_\_\_

Can this event happen in front of main (green) curtain, to include auditorium? Yes \_\_\_\_\_ No \_\_\_\_\_

Will an audio recording\* of this event be necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

Will a projector be needed for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Number and type of microphones needed\*\*. \_\_\_\_\_

How many people do you expect to attend this event? \_\_\_\_\_

Will there need to be an extensive technical set up required for this event? Yes \_\_\_\_\_ No \_\_\_\_\_ Please contact the Theater Director if you have questions or concerns about equipment or crew needs.

Please list other equipment needed for the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list technical crew needed for this event. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approvals: Available** \_\_\_\_\_ **Not Available** \_\_\_\_\_

**William Hauserman, Theater Director:** \_\_\_\_\_ **Date** \_\_\_\_\_

\*If an audio recording is made, it will only be a raw recording, not a professionally finished one.

\*\*We don't expect you to know model numbers of microphones. Please tell us what they will be used for. Example, vocal mic for speaker, or wireless hands-free mic for actor, or area mics for chorus, or specialty mic for piano, etc. Also, are the mics needed for amplification of sound so the audience can hear, or only for recording purposes?

-All reservations are subject to change if the LC President or representative supersedes.

-Any fees due must be paid at least 7 days before the scheduled event.

-Requestor agrees to: reimburse Laredo College for lost, damaged, or destroyed property resulting from use/misuse of Laredo College property; indemnify LC and LC employees/agents from any and all liability for losses and expenses resulting from requestor's negligent acts; and carry liability insurance in appropriate limits to ensure coverage for all risks/perils associated with activities pertaining to this agreement. Campus Police must be notified at 721-5303 before leaving the building for lunch and at the end of the event if the building will be left unattended. If canceling the event, email [william.hauserman@laredo.edu](mailto:william.hauserman@laredo.edu) or [brenda.renteria@laredo.edu](mailto:brenda.renteria@laredo.edu) at least 2 weeks prior to the event.