SDNB Event Checklist

*This list is necessary for staffing, preparation and timing. It is also meant as catalyst for conversation. Please complete and submit.*

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| Event Notes | LIST HERE |
| Event Name and Organization Name |  |
| Event Point Person |  |
| Event SET UP Date and Time |  |
| Event TIMING Date and Timing (calendar) |  |
| Event Type – Movie or Business Meeting Format(Implies front of main curtain) | **Highlight all that apply**Projector and screenMovie, PPT or Video with SoundPPT without SoundComputer and Podium on stageComputer and Wireless Mic below stage |
| Event Type – Stage Presentation - Dance(Implies Full or Partial Stage Needed | **Highlight all that apply**Rigging (backdrop, CYC or set dressing planned)CD or Computer (stage or Booth)Live Music |
| Event Type – Stage Presentation - Theatrical(Implies Full or Partial Stage Needed | **Hightlight all that apply**Rigging (backdrop, CYC or set dressing planned)CD or Computer (Stage or Booth)Live Music (On stage or PIT) |
| Event Type – Stage Presentation – Music(Implies Full or Partial Stage Needed | **Hightlight all that apply**Orchestra Shell NeededOrchestral, Band or ChoralCD or Computer (Stage or Booth)Live Music  |
| Other | **Hightlight all that apply**6’ TablesNumber of chairsNumber of Risers (of 6)Number of Orchestra StandsGrand Piano NeededIdentify Miscellaneous |
| Facility Needs | **Hightlight all that apply**Dressing Room (holds 25)Auxiliary Dressing or Meeting (for how many people\_\_\_\_\_\_\_\_\_)Loading DockCafé Kitchen and Staff |