

# Meridith-Dunbar Auditorium Use Form

This form must be filled out for all rehearsals/performances/assemblies in the Meridith-Dunbar Auditorium. Failure to submit this form will result in limited support for lights and sound.

Email \*

jennifer.harvey@tisd.org

Name of Event Organizer \*

Jennifer Harvey

Contact Number \*

7186837064

Campus \*

- ☐ Temple HS
- ☒ Bonham MS
- ☐ Lamar MS
- ☐ Travis MS
- ☐ Central Office
- ☐ Outside Organization
- ☐ Other: .....

Program \*

- ☐ Admin (Campus or District Admin)
- ☐ Band
- ☒ Choir
- ☐ Orchestra
- ☐ Dance
- ☐ Theatre
- ☐ Outside Organization
- ☐ Other: .....

Please check what type of event this will be - if you will be scheduling rehearsals to prepare for a performance, check "performance" and you will be able to add the rehearsal information in that section. \*

- ☐ Presentation - basic lighting, sound, and/or projection (no special effects, sound cues, etc)
- ☒ Performance - special lighting, sound and/or projection needed

### Presentation

Event Title \*

.....

Date of Presentation \*

MM DD YYYY

/ /

Set-Up Time \*

Time

: AM ▼

Presentation Start Time \*

Time

: AM ▼

1 presentation mic is available on the default system. If more than 1 mic is needed, you will need to submit this event as a performance event, as a student tech will be required.

\*

- ☐ Yes - I will need a mic
- ☐ No - I will not need a mic

Will you need to use the projector? If you use the projector, the screen comes down to the stage floor at the center front of the stage - everything behind the screen is not visible to the audience.

\*

- ☐ Yes
- ☐ No

Additional Requests - if you need any additional equipment or any other requests, please list here.

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### Presentation Acknowledgment and Signature

Upon approval of your presentation, you will receive an e-mail with instructions regarding how to use the default sound system and the lighting presets. If you need someone to walk you through how to use this equipment, please contact the Fine Arts office a 254-215-7024 and we can set up a time to show you how everything works.

If you need additional tech support, please contact the Fine Arts office and we can look into providing a student tech to assist.

You are responsible for making sure all lighting is turned off and the auditorium is locked at the end of your event.

Typing your name below constitutes your signature and your agreement to all policies and procedures outlined in this form. \*

.....

## Performance

Event Title \*

BMS Choir Spring Concert

.....

Event Date (Performance Date) \*

MM DD YYYY

05 / 17 / 2023

Event Set-Up Time \*

Time

05 : 30 PM ▼

Event Start Time \*

Time

06 : 30 PM ▼

Event End Time - we need this schedule the student techs \*

Time

08 : 00 PM ▼

Will you have rehearsals in the auditorium for this event?

☒ Yes

☐ No

#### Rehearsal Info

Rehearsal Dates and Times - please list all dates and times (ex: 9/2/21 - 8:30-9:30 am; 9/3/21 - 2:30-3:15 pm)

5/16/23 - 4:30-7:30pm

#### Tech Needs

This gives Kayla a basic idea of what you need - if you have a tech heavy show with a lot of light/sound cues, you will need to set up a meeting with Kayla in advance to discuss.

Stage Set-Up - will you need the choral risers set up or a blank stage? Check all that apply. \*

☒ Choral risers set up

☒ Piano

☐ Blank stage - if the risers are on the stage, please contact the fine arts office for instructions on how to move them.

Lighting Needs - There are 8 basic presets for this stage. If you need something beyond these presents, you will need to talk with Kayla Stewart in advance so they can be programmed.

- ☐ The current presets will work for me
- ☒ I need to meet with Kayla for additional lighting needs

Audio/Video Needs - check all that apply

- ☐ Default System (1 handheld wireless mic - no other audio needs)
- ☒ Multiple handheld mics - these will be corded mics
- ☒ Hanging choral mics
- ☒ I will be using audio files during the performance
- ☒ Monitor speakers needed
- ☐ Other: .....

Backstage Areas Needed - There is a room behind the stage that is a campus meeting room that can be used as a backstage room. Any other classroom space requested must be approved by the Meridith administration. You are responsible for providing adult supervision of all back-stage areas.

- ☐ No backstage area is needed
- ☒ Backstage room
- ☐ Additional classrooms are needed

Performance Acknowledgment & Signature

THS Theatre helps set up light, sound, and projection for performances. They are not responsible for setting up chairs, stands, choral risers, etc. Stage set-up and equipment is the responsibility of the performing group.

When using specific lighting and sound cues, it is the responsibility of the event organizer to coordinate this with Kayla Stewart in advance. These take time to program and cannot be done on the fly - if Kayla has not had specific communication from the event coordinator at least 2 weeks prior to the event, you will have a basic stage wash and the default sound system (1 mic, no monitors and no audio file playback).

Meridith does have a room behind that stage that may be used as a backstage area. This is a meeting room and must be reserved in advance - if you do not request it, you may not use it. If you need additional space, you can request additional classrooms. Your request will be forwarded to the Meridith administration for approval. The event organizer is responsible for providing adult supervision in every backstage space used and restoring them back to their original set-up.

1-2 student techs will be assigned to your event to run sound/lights. These techs are paid by the fine arts department. If you have a very tech heavy show that requires additional student techs, you may be asked to cover the costs of the additional techs. They are paid \$10 an hour for all rehearsal and performance time.

Typing your name below constitutes your signature and your agreement to all policies and procedures outlined in this form.



Jennifer Harvey

This form was created inside of Temple Independent School District.

Google Forms