

## Vavra, Peyton

---

**From:** Tucker, Jennifer  
**Sent:** Friday, September 30, 2022 3:42 PM  
**To:** Vavra, Peyton  
**Subject:** Fw: Meridith-Dunbar Auditorium Use Form

For Oct. 19th.

**Dr. Jennifer Tucker**  
Choir Director  
Travis Science Academy  
Temple Independent School District | [www.tisd.org](http://www.tisd.org)  
[jennifer.tucker@tisd.org](mailto:jennifer.tucker@tisd.org)  
Office: 254-215-6300  
**TEMPLE ISD: Your Children. Our Students. Their Future**

---

**From:** Google Forms <forms-receipts-noreply@google.com>  
**Sent:** Friday, September 30, 2022 3:41 PM  
**To:** Tucker, Jennifer <[jennifer.tucker@tisd.org](mailto:jennifer.tucker@tisd.org)>  
**Subject:** Meridith-Dunbar Auditorium Use Form

**CAUTION:** This email is from someone outside of Temple ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

# Google Forms

Thanks for filling out [Meridith-Dunbar Auditorium Use Form](#)

Here's what was received.

---

## 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.tucker@tisd.org](mailto:jennifer.tucker@tisd.org)

Name of Event Organizer \*

Jennifer Tucker

Contact Number \*

9046135451

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

Performance

Event Title \*

Travis Choir Fall Concert

Event Date (Performance Date) \*

MM

10

/

DD

19

/

YYYY

2022

Event Set-Up Time \*

Time

05

:

30

PM

3

Event Start Time \*

Time

06

:

00

PM

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

Time

07

:

00

PM

Will you have rehearsals in the auditorium for this event?

Yes

No

## 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 Tucker

[Create your own Google Form](#)

[Report Abuse](#)