

Temple HS Auditorium Use Form

This form must be filled out for all rehearsals/performances/assemblies in the THS 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 K. 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 ▼

Stage Area - how much of the stage will you need? This will determine your lighting preset. *

- ☐ Apron - in front of the grand drape
- ☐ Front Half - from the mid-drape to the front of the stage
- ☐ Full Stage - from the back black-drape to the front of the stage

How many mics are needed? We have up to 5 handheld wireless mics. Anything beyond this is considered a performance and requires additional tech assistance *

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Will you need to use the projector? If you check "Yes" you are agreeing to supply your own computer - there is not a computer in the booth. *

- ☐ Yes
- ☐ No

If you are projecting an image/video/slide show, will this have sound? This impacts how and where we can set you up. (Leave blank if you are not using projection)

- ☐ Yes - I will need sound for my computer
- ☐ No - I do not need sound for my computer

Will you need a computer remote to advance slides? Most remotes only reach 30 feet and we have a special remote that will reach the 100 feet from the stage to the booth. We can provide this, if needed. (Leave blank if you are not using projection)

☐ Yes, I would like to use the Fine Arts remote

☐ No, I do not need a remote

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

.....

Presentation Acknowledgment and Signature

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

.....

Performance

Event Title *

Summer Spectacular 22

.....

Event Date (Performance Date) *

MM DD YYYY

05 / 25 / 2022

Event Set-Up Time *

Time

05 : 00 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)

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 Area to Use - if you are using multiple stage set-ups, check the largest area you need and communicate various set-ups with Kayla with you discuss your lighting needs. *

- ☐ Apron - in front of the grand drape
- ☐ Front Half - from the mid-drape to the front of the stage
- ☒ Full Stage - from the back black drape to the front of the stage

Lighting Needs - The more changes and complex the lighting, the more lead time you need to give Kayla.

- ☐ Basic stage wash
- ☒ Various lighting changes - this will require a discussion with Kayla in advance.

Audio/Video Needs - check all that apply

- ☒ Handheld Wireless (we have up to 5 of these)
- ☐ Additional handheld mics - these will be corded mics
- ☒ I will be using audio files during the performance
- ☒ Monitor speakers needed
- ☐ Projector - I understand that I will need to supply a computer as there is no computer in the booth
- ☐ I will need the presentation remote
- ☐ Other:

Backstage Areas Needed - Not all of these spaces can be available for every event and adding them to your request does not guarantee you will be able to use these spaces. By selecting any of these spaces, you are indicating that you have already spoken with the teacher responsible for the space(s) and have confirmed availability. You are responsible for appropriate supervision and clean-up of this space.

☐ Costume Room

☐ Percussion Room

☐ Band Hall

☐ Orchestra Room

☐ Choir Room

☒ Other: We just need the backstage wings and the side hallway entrances.

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 equipment is the responsibility of the performing group - please coordinate with the appropriate high school program director to make arrangements for assistance with stage set up.

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 a couple of hand-held mics.

If you would like to utilize classrooms and backstage areas, it is the responsibility of the event organizer to contact the appropriate teacher(s) to get these areas approved (Tolleson for costume, make-up, and theatre rooms; Mathesen/Bonilla for percussion room; Keefer for orchestra room; Roucloux for choir room; and appropriate art teacher for art rooms). The event organizer is responsible for providing adequate supervision for these spaces 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 K. Harvey

This form was created inside of Temple Independent School District.

