Williamson Performing Arts Center

Event Set Up Information

Event: ____________________________ Date: ____________________________

Move in Time: ____________________________ Move Out Time: ____________________________

Rehearsal Dates: __________________________________________

Rehearsal 1. Start Time: __________ End Time: __________
Rehearsal 2. Start Time: __________ End Time: __________
Rehearsal 3. Start Time: __________ End Time: __________ (Please attach additional rehearsal times if needed)

Start Time for Event: ____________________________ Length of Show: ____________________________

Est Attendance: ______________ Max is 850 Ticket Prices: ____________________________

Contracting Organization: __________________________________________

Contact Person: ____________________________ Phone: ____________________________ Fax: ____________________________

Email: __________________________________________

Address: __________________________________________

City ____________________________ State: ____________________________ Zip: ____________________________

Liability and Damage Insurance Required (Please attach certificate)

(Please check all that apply below)

☐ DRESSING ROOMS

Stage Set up

☐ CHAIRS How Many: __________
☐ RISERS How Many: __________ (Attach plan)
☐ PODIUM

*More set up see other side

Revised 9/28/15
Technology *Tech assistance is always required*

- TICKET BOOTH (IMPORTANT Williamson Tech Director needs to know if needed)
- Stage Lights
- Sound
- Screen
- DVD

**MIC Needs:**

- Audio
  (4 body Mics available/4 Handheld Mics available at once)
- Video IMPORTANT* Please contact the Williamson Tech Director if recording.

**Network Access**

- Computer (Please specify needs) MAC/ PC, Purpose of the Computer: