Vail Theatre of the Arts - 10701 E. Mary Ann Cleveland Way, Tucson, AZ 85747
Theatre Use Request - Today's Date: _____

Person making request:		Email address:		
Work phone:	Home phone:		Cell phone:	
Organization (check type if applicable):		VUSD	50l(c)(3)	50l(c)(3) Tax ID
Mailing address:		City, State, Zip		

Dates (indicate multiple usage down the rows and preferences across columns)			Start/end times Include setup and cleanup	Activity – band, choir, dance, recital, rehearsal, graduation, debate, etc.
1st choice	2nd choice	3rd choice		

What time will your event start and end? _____
Will you be selling tickets for your performance? _____ Ticket Prices: _____

Technical requirements – no changes allowed within 7 days of your first usage date

Setup – Note: orchestra shell dependent on availability of staff/students for setup.

Projector & Screen		Podium	
Standard setup – no orchestra shell		Flags	
Orchestra shell without roof		Piano	
Orchestra shell with roof		Do you want the piano tuned for your performance? (Cost is $85)	
Orchestra shell - no preference, whatever is there is fine.		Other:	

Equipment (please indicate **how many** of each of the following you need on stage)

Choir Risers (How many students?)		How many tables?	
How many chairs on stage?		How many music stands?	

Lighting (based on availability of staff and student assistants)

Basic (white) lighting)		Colored lighting		Programmed light cues	
Spotlight		Other			

Sound (based on availability of staff and student assistants)

Soloist microphones		Group microphones		Table microphones	
Stage monitors		CD Player		Other	

Please describe any special sound requirements so our theatre tech can help you achieve the best sound for your production:

_____

Will you be bringing music to be played during your usage? _____

If so, what format-No iPods? (CD, Computer, etc.) _____
(Please make sure that all of your music is on a single CD or playlist and that the songs are in the order they are to be played.)

Is there anything else you can tell us about your production that we might need to know?
_____
_____

Please draw your desired arrangement below. If any curtains are to be closed, draw a line across. Please note that the projector screen and cyc curtain are not visible when the orchestra shell is set up.