

# E. C. Glass Civic Auditorium Technical Request Worksheet

Facilities Rental Office • 2411 Memorial Avenue, Lynchburg, VA 24501  
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Name of organization \_\_\_\_\_ Name of applicant \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

Insurance carrier \_\_\_\_\_ Agent \_\_\_\_\_ phone \_\_\_\_\_

Type of program \_\_\_\_\_ date and time \_\_\_\_\_

Program notes \_\_\_\_\_

Load in time \_\_\_\_\_ box office opens \_\_\_\_\_ lobby opens \_\_\_\_\_ house opens \_\_\_\_\_

Building open notes \_\_\_\_\_

Rehearsal dates and times \_\_\_\_\_

Dressing rooms: 3 person (A) \_\_ 9 person suite (D) \_\_ 1<sup>st</sup> 22 person (B) \_\_ 2<sup>nd</sup> 22 person (C) \_\_

General white stage lighting \_\_\_\_\_ standard colors, our plot \_\_\_\_\_ special, hang your plot \_\_\_\_\_

Lighting notes \_\_\_\_\_

Standard sound, 1-4 mics \_\_\_\_\_ special , mics, play tapes etc. \_\_\_\_\_ your / contract sound \_\_\_\_\_

Sound notes \_\_\_\_\_

Lobby tables \_\_\_\_\_ lower lobby tables \_\_\_\_\_ \*band pit \_\_\_\_\_ #stage piano \_\_\_\_\_ #pit piano \_\_\_\_\_

\*9ft grand \_\_\_\_\_ \*follow spot \_\_\_\_\_ \*Fog machine \_\_\_\_\_ \*gold drape \_\_\_\_\_ sound shells \_\_\_\_\_

Stage equipment podium, chairs etc \_\_\_\_\_

Special requirements \_\_\_\_\_

Your vehicles: bus \_\_\_\_\_ 32 ft or less truck \_\_\_\_\_ semi \_\_\_\_\_ van \_\_\_\_\_ other \_\_\_\_\_