Douglass Setup Checklist

Organization Planning Event: ________________________________
Name of Event: ____________________________________________ Estimated Attendance: ______
Date of Event: ___________ Desired Set-Ready Time: __________
Start Time: ___________ End Time: ________________

1. Which categories best describe the nature of your event?
   Dance  A Capella  Speaker/Lecturer  Variety Show  Band/Concert  DJ  Dinner
   Other: ____________________________
   a. Describe the program for your event:
      __________________________________________________________
      __________________________________________________________
      __________________________________________________________

2. Check all of the components that you will need and answer all associated questions:
   □ Sound System (Answer question 3)
   □ Stage Risers (Answer question 5)
   □ CD Player
   □ iPod Cable
   □ DVD Player
   □ Videotaping
   □ Projector/Screen (Answer question 4)
   □ Lectern  Preferred location for lectern: ________________________
   □ Other: _____________________________________________________

3. If you need microphones, please indicate below how many of each type you will need:
   b. Lectern Mic  Yes  No
   d. Wired: Vocal Mic: ___________
      Instruments (include type and quantity): _________________________
      __________________________________________________________
      __________________________________________________________
4. If you are using projection, what are you projecting from? (Circle all that apply):

   Laptop   DVD Player   Other: _________

   a. If you are speaking from a lectern, would you like the laptop to be at the lectern?

      Yes    No, I would like it: ______________________

   a. Describe your preferred location for the projection screen:______________________________

   b. If you are projecting from a laptop, will it have audio?   Yes   No

   b. If you are projecting from a laptop, is it a Mac?   Yes   No

      If you are using a Mac, what model and year is it? _____________________________

   Note: Playing videos from a laptop is strongly discouraged.

5. If you want stage risers, please indicate its dimensions (please note that the individual risers are
   4’ x 4’):

   Length    4’   8’   12’   16’   20’   24’   28’   32’

   Width   4’   8’   12’   16’   20’   24’   28’   32’

   Height: 16”    24”

   Preferred Location:________________________________________________________________

6. The delivery and pick-up for any external rentals must be coordinated through our office. Please list
   any rentals that you have requested, including both the vendor and the item: ______________________

   ______________________________________________________________________________________

   ______________________________________________________________________________________

7. If this is a catered event, please provide the name of the caterer and the time they are scheduled to arrive:

   ______________________________________________________________________________________

8. Additional Notes:_______________________________________________________________________

   ______________________________________________________________________________________

   ______________________________________________________________________________________

   ______________________________________________________________________________________