May Room Setup Checklist

Organization Planning Event: ________________________________

Name of Event: ________________________________ Estimated Attendance: ______

Date of Event: ___________ Desired Set-Ready Time:__________

Start Time: ___________ End Time: ___________

General Setup:

Which categories best describe the nature of your event?

- Dance
- A Capella
- Speaker/Lecturer
- Variety Show
- Dinner
- Other: ________________

Describe the program for your event:______________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Equipment Setup:

1. Check all of the components that you will need and answer all associated questions:

   - Sound System (Answer question 2)
   - Stage Risers (Answer question 3)
   - CD Player
   - iPod Cable
   - DVD Player
   - Videotaping
   - Projector/Screen (Answer question 4)
   - Lectern  Preferred location for lectern:__________________________
   - Furniture (Answer question 5)
   - Lights (Other than house lights – Answer question 6)
   - Other: _______________________________________________________

2. If you need microphones, please indicate below how many of each type you will need:
   
a. Lectern Mic  Yes  No

b. Wireless: Lavalier (Clip-on): _______ Handheld: _______ Headset: _______

c. Wired: Vocal Mic: ________________

   Instruments (include type and quantity): ______________________________

   ________________________________________________________________
3. If you want stage risers, please indicate its dimensions, location, and height (please note that the individual risers are 4’ x 4’):
   - **Brick Wall:** Small     Large     Other: __________
   - **Apex:** Small     Large     Other: __________
   - **Height:** 16”    24”

   *(Note: Other stage sizes will incur extra charges to adjust the lighting)*

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. Preferred location for the projection screen: Apex     Brick wall

      *(Note: There will be an additional cost if screen is hung on brick wall.)*

   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 need furniture please indicate the setup that best describes your needs:
   - [ ] Banquet     (5’ round tables with 8 chairs each, set up for dinners, etc)
   - [ ] School Room     (6’ rectangular tables in a line with 5 chairs per 2 tables, set up for lectures)
   - [ ] Theater Style     (Rows of chairs only, set up in rows facing stage for performances)
   - [ ] Exhibition Fair     (Rows of 6’ tables with 2 chairs each, set up in rows around perimeter)
   - [ ] Other: ______________________________

6. If you have special lighting requests, please answer the following:
   a. Do you want any special effect lighting? (ex. Disco Ball): __________
   b. What colors (besides white light) are you interested in using? __________

   c. Do you want spotlights? (Note: this will add additional labor costs): Yes     No

   *(Note: If you have extensive light requests, your light technician will need to meet with your E-Board or choreographers to discuss your lighting options.)*
7. 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: ___________________

____________________________________________________________________________________

____________________________________________________________________________________

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

____________________________________________________________________________________

9. Additional Notes: ________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________