Strong Setup Checklist

Organization Planning Event: ____________________________________________
Name of Event: _______________________________________________________
Date of Event: ____________________________
Desired Set-Ready Time: __________ Start Time: ___________ End Time: __________

General Setup:
1. Which categories best describe the nature of your event?
   - Dance
   - A Capella
   - Speaker
   - Variety Show
   - Other: ______________________
   a. Describe the program for your event: ____________________________________________
      ___________________________________________________________
      ___________________________________________________________

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

3. 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: ____________________________________________
   ___________________________________________________________
   ___________________________________________________________

Stage Setup:
4. Would you like the cyclorama screen for color backdrops during your performance?  Yes  No
5. Do you need a screen hung for projection from a laptop or DVD player?  Yes  No
   a. If so, where on stage do you want the screen to be hung? (See diagram on next page)
      1st Legs Bar   2nd Legs Bar   Mid-Stage
   b. Should the screen be visible for the entire performance?  Yes  No
6. If you do not need a cyclorama or projection screen, we will use black curtains to block off the back of the stage. Where on stage do you want the blacks to be hung? (See diagram on next page)
      1st Legs Bar   2nd Legs Bar   Mid-Stage   Cyc Bar (Full Stage)
   c. If not, is your performance going to be in front of the gold curtains?  Yes  No
7. Do you need a lectern?  Yes  No
   d. Where would you like the lectern placed?  Stage Left   Center Stage   Stage Right

Sound Setup:
8. How many microphones will you need?
   a. Lectern Mic  Yes  No
b. Wireless: **Lavalier (Clip-on):_____** Handheld:_____ Headset:_____

c. Instruments (include type and quantity): ________________________________________
______________________________________________________________________________

**Video Setup:** (Only fill this out if you are ordering a projector and screen)

9. 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: ___________________
   b. If you are projecting from a laptop, will it have audio?  Yes  No
   c. 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.*

**Lights Setup:** (If you are having a lecture, please skip this section)

10. Do you want any special effect lighting? (ex. Strobes): ____________________________

11. What colors (besides white light) are you interested in using?______________________

   __________________________
   __________________________

12. 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.*

**Additional Notes:**________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________