# Auditorium/Theater Set-Up/Arrangement

**NOTE:** No prior set up will be made without this worksheet!

<table>
<thead>
<tr>
<th>School:</th>
<th>Nature of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

## Event Dates/Times

<table>
<thead>
<tr>
<th>Date(s) of Use:</th>
<th>Beginning time:</th>
<th>Ending time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehearsal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set-up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance</td>
<td></td>
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</tbody>
</table>

Food and drink are prohibited in the auditorium, backstage area, classrooms and dressing rooms during all rehearsal, set up and performance times.

## Set-Up Arrangements

Please indicate your needs by X and/or by providing number of items needed.

**NOTE:** In advance of your event, auditorium/theater staff will approximate all furniture locations requested; exact performance set is up to you.

### Sound System:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

- Using auditorium/theater sound system? *(Note: Board of Education employees must operate house sound system unless otherwise authorized in writing by auditorium/theater manager.)*
- Using own sound system?
- Standard (solo) Microphone to be available?
  - Number: ______________  Location(s): ______________________________________________________

### Lighting System:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- Using auditorium/theater lighting system? *(Note: Board of Education employees must operate house lighting system unless otherwise authorized in writing by auditorium/theater manager.)*
- Using own lighting system?
- Follow spotlight (if available)?
  - Number: _________________________ (see theater supervisor for details)

### Curtain:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

- Are you planning to draw the front curtain prior to and/or during your performance?
Furniture and Equipment:
- Speaker’s Lectern
- Location: ______________________

Conductor’s Podium
- One-step
- Two-Step
- Projector

A/V Equipment
- VCR/TV
- Overhead
- Screen
- Digital Projector

** Additional equipment is to be rented by the lessee. Rental of additional equipment through Fine Arts Booster Clubs is at the discretion of individual school and may be subject to additional fees. Should equipment be lost or damaged at any time during rehearsal, set-up or performance times, lessee will be responsible for paying all repairs or for replacement of items. Failure to do so could result in loss of security deposit, if applicable.

Please contact the Theater Manager for rental options.

Stage Set-Up Diagram
Please sketch an approximate location for equipment. Theater supervisor will make every effort to match the quality of your diagram.

<table>
<thead>
<tr>
<th>(stage right wings)</th>
<th>(proscenium)</th>
<th>(stage left wings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(stage apron)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that RCPS staff will act as stage management for all performances. The fee for this service is $35 per hour and is paid directly to the employee.

Contact Person for This Event:
Name: ____________________________
Work Phone: ____________________________
Home Phone: ____________________________
Pager/Cell Phone: ____________________________

Signature of Preparer: ____________________________ /Date: ____________________________
SCHOOL CONTACT INFORMATION

Conyers Middle School – Lindsey Farris (sfarris@rockdale.k12.ga.us)
Edwards Middle School – Thomas Gray (tgray@rockdale.k12.ga.us)
Davis Middle School – Abigail Strickland (astrickland@rockdale.k12.ga.us)
Memorial Middle School – Stephanie Johnson (sjohnson6@rockdale.k12.ga.us)
	Jessica Smith (jsmith5@rockdale.k12.ga.us)

Heritage High School – Michelle Thorne (mthorne@rockdale.k12.ga.us)
Rockdale County High School – Paige Hutchinson (phutchinson@rockdale.k12.ga.us)
Salem High School – Jennifer Caruso (jcaruso@rockdale.k12.ga.us)
Rockdale Career Academy – Aja Brown (abrown4@rockdale.k12.ga.us)