

# Final Tech Request Form

Event Title: \_\_\_\_\_

Description: \_\_\_\_\_

Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Arrival Time for Sound Check: \_\_\_\_\_

Total number of performers: \_\_\_\_\_

## Reminders:

- This form must be returned at least 1 week prior to your event.
- Please have any prerecorded media to us **no later than 24 hours** prior your event.
- Please have your point of contact person in the location at least one hour prior to the event.
- Please understand that we may have to alter equipment requests and layout due to equipment availability or feasibility.
- Please remember to send us any programs or other printed material that will be passed out to the audience.
- If your performance group is larger than ten total performers, please include a diagram of the stage with this form.

Signature: \_\_\_\_\_

Time Line:

Time	Action	Description	# people	Instruments
e.g. <u>5 min</u>	<u>Live Music</u>	<u>How Great Thou Art and Holy, Holy, Holy</u>	<u>4</u>	<u>1 Piano, 1 guitar, 2 Vocal</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____