

# Performing Arts Center User Check In List

Please check the "Renter" box if you need it or place a N/A if it is not needed.

**Name of event:** \_\_\_\_\_

**Dates and times of event** \_\_\_\_\_

**Name and contact number for user/renter** \_\_\_\_\_

**User/Renter ISHS**

1. SHS Custodial staff has been hired for the event dates.		
2. Student technical assistance has been hired		
3. Renter would like to use the following backstage rooms:		
Mr. Sims' classroom (Dressing room / make up)		
Practice rooms (3, 4, or 5)		
Choir Room		
Band Room		
4. Renter would like to sell concessions (food) or have a reception in the lobby		
5. The user will need the following sound and visual equipment:		
a) microphones (please write in how many you need)		
b) wireless or lapel microphones		
c) CD/tape w/ sound system		
d) back stage head sets		
e) podium		
f) movie screen		
g) video projector:	Shoot behind screen:	in front of screen:
Is sound required with the video/computer presentation?		
h) piano		
6. The renter will need the following lighting equipment:		
a) simple house and work lights (no stage lights)		
b) use of stage lights with no change to standard hang computer program		
c.) the full light system with changes to hang and computer program		
d.) the spotlight		
7. The renter would like to use the rigging system (hang something from the battens) If yes, please list the items:		
8. Are all stage pieces moveable?		

9. Please list any other requests (tables, chairs, etc.) you have and write in the name and phone number of your technical supervisor:

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List any special notes that Stanwood High School should know about your play/presentation (Particularly the date and time you will load-in or load out your set. Or if you need a room to store props? Etc.


### Performing Arts Center Check out List

	User SHS	
1) Stage Lights left in standard hang		
2) Battens in balance		
3) Cyclorama, legs, and drape tabs clean and returned to standard hanging positions		
4) Stage clean (no materials left)		
5) Walls clean ( no taped signs)		
6) Prop room ( no left set pieces or construction materials)		
7) Classroom 155 (dressing room) clean		
8) Light booth (programs, cue sheets, etc. thrown away and light board closed up and off)		
9) Sound board (covered, nothing has been repatched, cue tape removed, all steps off)		
10) Ticket booth clean		
11) All headsets and microphones returned to 4th cabinet		