SDNB Event Checklist

*This list is necessary for staffing, preparation and timing. It is also meant as catalyst for conversation. Please complete and submit.*

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| Event Notes | LIST HERE |
| Event Name and Organization Name |  |
| Event Point Person |  |
| Event SET UP  Date and Time |  |
| Event TIMING  Date and Timing (calendar) |  |
| Event Type – Movie or Business Meeting Format  (Implies front of main curtain) | **Highlight all that apply**  Projector and screen  Movie, PPT or Video with Sound  PPT without Sound  Computer and Podium on stage  Computer and Wireless Mic below stage |
| Event Type – Stage Presentation - Dance  (Implies Full or Partial Stage Needed | **Highlight all that apply**  Rigging (backdrop, CYC or set dressing planned)  CD or Computer (stage or Booth)  Live Music |
| Event Type – Stage Presentation - Theatrical  (Implies Full or Partial Stage Needed | **Hightlight all that apply**  Rigging (backdrop, CYC or set dressing planned)  CD or Computer (Stage or Booth)  Live Music (On stage or PIT) |
| Event Type – Stage Presentation – Music  (Implies Full or Partial Stage Needed | **Hightlight all that apply**  Orchestra Shell Needed  Orchestral, Band or Choral  CD or Computer (Stage or Booth)  Live Music |
| Other | **Hightlight all that apply**  6’ Tables  Number of chairs  Number of Risers (of 6)  Number of Orchestra Stands  Grand Piano Needed  Identify Miscellaneous |
| Facility Needs | **Hightlight all that apply**  Dressing Room (holds 25)  Auxiliary Dressing or Meeting (for how many people\_\_\_\_\_\_\_\_\_)  Loading Dock  Café  Kitchen and Staff |