**BARDO Arts Center TECHNICAL FORM**

Please fill out this form and return to Bardo Technical Director, Event Date: __________

<table>
<thead>
<tr>
<th>Facility:</th>
<th>setup</th>
<th>rehearsal time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept/Org.:</td>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td>Contact:</td>
<td></td>
<td>End Time:</td>
</tr>
</tbody>
</table>

Following is a basic description of the technical requirements for the production or event

**Lighting:** If general illumination is required, please describe the basic area and indicate if down-lighting is to be used.

- Color: ______________________
- Followspots: __________ Other: __________

**Sound:**

- Microphones: ______________________
- Monitors: ______________________
- playback (type): ______________________
- Other: ______________________

**Stage:**

- Steinway: ________
- Yamaha: ________
- Upright: ________
- Chairs: ________
- Tables: ________
- Risers: ________
- Orch.: ________
- Risers: ________
- Choral: ________
- Stands: ________
- Podium: ________
- Rostrum: ________
- Organ: ________
- Ballet Floor: ________
- Other: ________
- Orch Shell: ________
- Screen: ________
- Projector: ________

**Please use the space below to sketch out your needs.**

**Stage Area**

**Audience**

Dressing Room(s): Yes/No ________

Food / Catering: Yes/No ________

Please indicate any other needs you have for the stage, house, or lobby.