



# NILES

HIGH SCHOOL  
PERFORMING  
ARTS CENTER

 **Niles High School**  
1441 Eagle Street  
Niles, Michigan 49120

 Robert Babler  
269.683.2894  
Ext.11020,11070

 [nilesschools.org](http://nilesschools.org)  
[robert.babler@nilesschools.org](mailto:robert.babler@nilesschools.org)

Today's Date:

Contact's name:

Contact email:

Contact phone:

Contact's organization:

Billing Address:

Event name:

Event Date:

Event Starting time:

Event Approximate Ending time:

Rehearsal dates/time (beginning/ending):

Profit

Non-profit

Balcony open

Balcony not open

Time/date for school to be unlocked to let people into lobby<sup>1</sup>:

Time for house doors to open (usually ½ hr before performance):

Estimated audience size:

Need internet access?:

## **Short Form**

Check those that apply

- 1) I need general lights on only
- 2) I need general lights on and a microphone
- 3) I need general lights on, a microphone, and a projector for a presentation.
- 4) My presentation will need sound
- 5) My event is more elaborate. If you choose this one, please continue below:

## **LONG FORM**

### **Audio Needs**

(Please type here your audio needs. Some things to consider: How many microphones? Wired or wireless? Stands or no stands? If wireless, handheld or lapel or over-ear? Do you need a stage monitor (to hear yourself or music onstage)? Do you need sound effects/music and if so, are you providing it or do we need to do so? If you do not want to fill this out, or it is too complicated for this space, type in "please contact.")

### **Lighting Needs**

Please type here your lighting needs. Some things to consider: Do you need general lighting or something more specific, like certain areas of the stage lit or followspots being used. What about special coloring? Or special lighting effects (black light, fog, disco ball, etc)? If you do not want to fill this out, or it is too complicated for this space, type in "please contact."

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<sup>1</sup> Auditorium Director/stage crew not responsible for ticket sales



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## Stage Needs

Please describe what you need onstage. Do you need a podium with/without mic? A screen? What drapes need to be flown in (legs, black backdrop, scrim, etc)? Do you need chairs, tables, etc., and if so, how many? If you do not want to fill this out, or it is too complicated for this space, type in "please contact."

## Presentation Needs

If you have a presentation, we will provide a projector and screen, which is centerstage, about half-way back. You must supply the computer or files unless you notify otherwise (down in the "anything else" section). Aside from those, Which of the following apply (check all that apply)?

I don't have a presentation  
 My presentation has sound

I have a presentation  
 I will be away from my computer and need a "clicker."

## House Needs

Please check all that apply that you will need

Nothing mentioned here needed       Balcony open       Other \_\_\_\_\_  
 An announcement before the event regarding safety and theater etiquette (if we do not, it is assumed you will do this, but must include the following: no flash photography, no food or drink in PAC, no taking of videos, note where exits are, wait for a break before leaving/entering).

## Lobby Needs

Please enter anything you may need set up in the lobby, such as tables and/or chairs. Be sure to enter the numbers of anything you need

## Other rooms

Do you need any other rooms open? Classrooms for dressing rooms, or the cafe, etc.?

## Anything else?

Please type here anything else you feel you need to mention.