



Today's Date:

# Tech Request & Reservation Form

This form is required in order to submit any production request/items **the 5<sup>th</sup> of the month prior to the month of the event.**

Please note: If additional rooms are needed, additional request forms must be submitted for each room.

## Section I: Basic Info

Please fill out boxes

A. Basic Info		All Info Required or indicate N/A	
Name of event			
Organization			
Mailing Address		City/State/Zip:	
Point of contact			
Email			
Phone number			
Phone number (2)			
Leave below blank if multiple dates and complete section III.			
Event date(s)			
Load-In Time			
Event Start time			
Event End time			
Load Out time			

B. Attendance	
Anticipated Attendance	
Audience Age	
Free or Admission Fee	
If ticketed, who can purchase a ticket to the event? Public or private?	
How will event be publicized?	
How will tickets be sold?	

C. Event Reception Info		
	Select	
1.	<input type="checkbox"/>	Alcohol will be served
2.	<input type="checkbox"/>	Alcohol will be sold
3.	<input type="checkbox"/>	Alcohol Permit
4.	<input type="checkbox"/>	Use of Kitchen
5.	<input type="checkbox"/>	Event will be catered

	<b>5.a</b>	Name of Caterer (provide contact info)	
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## Section II: Arrangement

D. Type of Event: Please select all that apply		Notes	
	Select		
1.	<input type="checkbox"/>	Performance (theatre, dance, music)	
2.	<input type="checkbox"/>	Rehearsal	
3.	<input type="checkbox"/>	Workshop	
4.	<input type="checkbox"/>	Public Presentation	
5.	<input type="checkbox"/>	Meeting/Webinars	
6.	<input type="checkbox"/>	Art Exhibition	
7.	<input type="checkbox"/>	Filming	
8.	<input type="checkbox"/>	Training	
9.	<input type="checkbox"/>	Reception	If selected, complete <b>section J</b>
10.	<input type="checkbox"/>	Tour	
11.	<input type="checkbox"/>	Training	
12.	<input type="checkbox"/>	Dinner Reception	If selected, complete <b>section J</b>
13.	<input type="checkbox"/>	Film Screening	
14.	<input type="checkbox"/>	Panel Discussion	
15.	<input type="checkbox"/>	Signature Event	
16.	<input type="checkbox"/>	Forum	
17.	<input type="checkbox"/>	Other (please specify in Section H)	

E. Type of Arrangement (if applicable)		
	Select	
1.	<input type="checkbox"/>	U Shape Meeting
2.	<input type="checkbox"/>	Square Meeting
3.	<input type="checkbox"/>	Round Meeting
4.	<input type="checkbox"/>	Classroom
5.	<input type="checkbox"/>	Proscenium (standard theatre seating)
6.	<input type="checkbox"/>	Arena (360 Deg.)
7.	<input type="checkbox"/>	Open Space
8.	<input type="checkbox"/>	Other (please provide details below)

F. Arrangement Notes

**G. Spaces: Please select all that apply**

**\* Community gallery is not a rentable area. Use of the space is limited to serve as ONLY an entry to the auditorium. Installations within the space will not be removed or covered under any circumstances. Set-up within the space is limited. \*\*Kitchen only provided with Auditorium rental.**

	First choice(s)	Second choice(s)		Location	Notes
1.			Zocalo/Plaza	Outside Area	3000 ppl capacity.
2.			Auditorium	1 <sup>st</sup> Floor	Performance space   Permanent bleacher: 139 ppl.
3.			Kitchen**	1 <sup>st</sup> Floor	Kitchen Space   Stove, counter, sink, fridge   Located behind Auditorium
4.			Auditorium Corridor	Outside Area	
5.			Community Gallery*	1 <sup>st</sup> Floor	Art Gallery   Auditorium's Reception Area
6.			Black Box Theater	1 <sup>st</sup> Floor	Performance space   Removable Bleacher: 50 ppl.
7.			Black Box Theater Corridor	Outside Area	
8.			Dance Studio	2 <sup>nd</sup> Floor	Rehearsal Open Space   30 ppl with tables and chairs   50 ppl with chairs
9.			Dance Studio Corridor	2 <sup>nd</sup> Floor	
10.			Raul Salinas Room	1 <sup>st</sup> Floor	Medium Size Room   Free to the community space during operating hours   30 ppl with tables and chairs   45 ppl with chairs.
11.			Conference Room	2 <sup>nd</sup> Floor	Small Meeting Room
12.			SZC Gallery Corridor	2 <sup>nd</sup> floor	Outside Area   2 <sup>nd</sup> floor balcony
13.			Concession Stand	1 <sup>st</sup> Floor	Outside Area   Ice Machine location
14.			Café Courtyard		Concession area   extends to benches in Zocalo
15.			South Lawn	Outside Area	
16.			North Lawn	Outside Area	
17.			Main Entrance Hallway		Area closest to the Main Office

**The below spaces require additional approval from the MACC Edu. Dept.**

18.			Carlos Pineda VA Room	1 <sup>st</sup> Floor	Educational Workshop Area
19.			Media Lab	2 <sup>nd</sup> Floor	EDU Annex
20.			Library	2 <sup>nd</sup> Floor	EDU Annex
21.			Music Room	2 <sup>nd</sup> Floor	EDU Annex

# Section III: Event Schedule

Provide date, start time, and end time for each requested date. The ESB-MACC has a curfew of 11pm. Events/productions will not be scheduled past the 10pm curfew. Set-up, breakdown, and clean-up is the responsibility of the renter, please account for this in your requested rental times.

H. Event Schedule & Timing								
	Date	Load In Time	Doors Open Time	Event Start Time	Event End Time	Load Out Time	Quantity of Intermissions	Duration of Intermissions
<b>*Example Line</b>	7/1/2017	8am	9am	9:30am	11:30am	11:45	1	15 minutes
<b>Load in</b>								
<b>1.Tech In</b>								
<b>2. Tech in</b>								
<b>3.Tech In</b>								
<b>4.Tech In</b>								
<b>5.Tech In</b>								
<b>6.Tech In</b>								
<b>7.Tech In</b>								
<b>1.Run-through/Dress Rehearsal</b>								
<b>2.Run-through/Dress Rehearsal</b>								
<b>1.Event/Performance</b>								
<b>2.Event/Performance</b>								
<b>3.Event/Performance</b>								
<b>4.Event/Performance</b>								
<b>5.Event/Performance</b>								
<b>6.Event/Performance</b>								
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<b>14.Event/Performance</b>								
<b>15.Event/Performance</b>								
<b>16.Event/Performance</b>								
<b>17.Event/Performance</b>								
<b>18.Event/Performance</b>								
<b>1.Load Out/Clean Up</b>								
<b>2.Load Out/Clean Up</b>								

## Section IV: Production Request

Not all equipment is available for each area requested and inventory may be reduced for multiple events. Some restrictions apply for use.

Rentals and Partners should provide their own technicians to set and operate their event. Renters must provide their own Aerial Lift certification or liability insurance.

Refer to Tech Specs file for standard equipment in each performance space.

P. Base Equipment				
	Yes	No	Base equipment needed (If yes, complete below. If no, skip section P.)	
	Select	Quantity		Notes
				Available
1.			Rectangular Table 6' x 2.5'	20
2.			Rectangular Table 6' x 1.5'	10
3.			Tall Cocktail Tables 32.5" x 42"	21
4.			Short Cocktail Tables 32.5" x 30"	16
5.			Folding Chair	50
6.			Flip Chart Easels	5
7.			Podium	2
8.			Mobile Room Dividers 5'x6'	2
9.			Mobile Room Dividers 8'x8'	2
10.			Ice Chest	2
11.			Blue Chair	Black Box Only 80
12.			Performance Brown Chairs	8
13.			Wooden Easels	5
14.			Carpet 87.5"x62.5"	2
15.			Rectangular Linen	TBD
16.			Round Linen	TBD
17.			Power strip	10
18.			15' Power cord ext.	6
19.			25' Power cord ext.	0
20.			50' power cord ext.	4
21.			100' power cord ext.	2

R. Base Equipment Notes

I. Audio					
	Yes	No	Sound System needed (If yes, complete below. If no, skip section I.)		
	Select	Quantity	Item Description	Notes	Available
1.			Handheld wireless microphone	2 sets installed in BB and Aud.	2
2.			Lavalier wireless microphone		2
3.			Head worn wireless microphone	Auditorium only	2
4.			Vocal Microphones		7
5.			Instrument Microphones		7
6.			Instrument Input (D.I. Boxes)		3
7.			Gooseneck Mics (desktop mics)		5
8.			Overhead Microphones	Stereo set. BB & Auditorium	Installed
9.			Monitor Speakers (Powered Speakers)		4
10.			Laptop Audio Input (1/8" cable)		N/A
11.			Video Clip has Audio		N/A
12.			Intercom system	Not available at the time	N/A
13.			Podium with Mic		2
14.			Sound Tech Assistance needed (to troubleshoot before and during event)		
15.			Providing own Sound Technician (provide contact info below)		
		<b>15.a</b>	Name		
			Phone Number	Email	
		<b>15.b</b>	Name		
			Phone Number	Email	
16.			Providing own sound equipment. Please email an inventory list with this completed form.		
17.			<b>Music Performance</b> (provide band member contact info below)		
		<b>17.a</b>	Band		
			Contact name	Phone number	
			Email		
		<b>17.b</b>	Band		
			Contact name	Phone number	
			Email		
		<b>17.c</b>	Band		
			Contact name	Phone number	
			Email		

**J. Audio Notes (please provide us with any additional info to help make your event a success)**

K. Video					
	Yes	No	Video System needed (If yes, complete below. If no, skip section K.)		
	Select	Quantity		Notes	Available
1.			Film screening (DVD/BR)		N/A
2.			Power point presentation		N/A
3.			Power point clicker		7
4.			Require laptop (PC)		2
5.			Providing own laptop (PC or Mac)		N/A
6.			32" TV monitor		4
7.			40" TV monitor		2
8.			Video projector: InFocus IN128HDX		2
9.			Video Projector: PTU3000UL		1
10.			Video projector extension arm		2
11.			80" Projector screen		2
12.			Video tech assistance needed (to troubleshoot before and during event)		
13.			Providing own video technician (provide contact info below)		
		<b>13.a</b>	Name		
			Phone number	email	
		<b>13.b</b>	Name		
			Phone number	email	
14.			Providing own video equipment. List Equipment in Section L. Video Notes		

L. Video Notes					

M. Lights					
	Yes	No	Stage Light System needed (If yes, complete below. If no, skip section M.)		
	Select	Quantity		Notes	Available
1.			T-Light stand 8' w/ 5' arm extension		2
2.			Tree Light 7' or 10' w/ 50 pound base	6 Pole base total	6 (7') & 2 (10')
3.			Ellipsoidal light fixture w/19 deg. barrel		Installed
4.			Ellipsoidal light fixture w/26 deg. barrel		Installed
5.			Ellipsoidal light fixture w/36 deg. barrel		7
6.			Ellipsoidal light fixture w/ 50 deg. barrel		8
7.			Par Can 64		Installed
8.			Parnell		5
			Strand SL 575 W. Ellipsoidal light fixture	Aud. Only Twist-lock connectors	4
			ETC Source 4 jr. 575 W. Ellipsoidal Light fixt.	BB only Edison connectors	4
9.			Color Bar		4
10.			Haze Machine		1
11.			Barn door frame 7.5" x 7.5"	Parnell	14
			Barn door frame 10" x 10"	Par Can 64	2
12.			Gobo holder M size	Source Fr. Jr	10
			Gobo holder B size	Strand SL	18
13.			Gel frame 6.25" x 6.25"	Ellipsoidal light fixture	49
			Gel frame 7.5" x 7.5"	Parnell	23
			Gel frame 10" x 10"	Par Can 64	30
14.			Light tech assistance needed (to troubleshoot before and during event)		
15.			Providing own light technician (provide contact info below)		
		<b>16.a</b>	Name		
			Phone Number	email	
		<b>16.b</b>	Name		
			Phone number	email	
16.			Providing own light equipment	List equipment	

N. Lighting Notes					



O. Stage-						
Yes	No	Stage Set needed (If yes, complete below. If no, skip section O.)				
Select	Item Description	Dimensions			Colors	
		W	L	H		
1.	Stage Panels 4'x8'				Black	Leg sizes: 7 ½", 11 ¼", 12 ½", 23 ½", 31 ½"
2.	Stage Skirts 6'x23'	N/A		23"	Black	
3.	Pipe and Drape (8'-12')	N/A			Black	<input type="checkbox"/> Blue <input type="checkbox"/> Magenta <input type="checkbox"/>
4.	Masonite Floor Panel 4'x8'			N/A	Black	
5.	Marley rolls 5.25' X 31.58'			N/A	Black	<input type="checkbox"/> Gray <input type="checkbox"/> (4 rolls available)
6.	Wooden Floor Panel 3'x3'			N/A	Dark Oak	

Q. Crowd Control Material				
Yes	No	Crowd Control Materials needed (If yes, complete below. If no, skip section Q.)		
Select	Quantity			
1.		Stanchion posts		6
2.		Steel Barricade		4

R. Stage, and Crowd Control Material Notes	

## Section V: Production Staff

Renters must provide their own operating technicians and personnel. Renters must provide their own Aerial Lift certification or liability insurance.

S. Personnel		* Latino Arts Residency Program (LARP) members please provide preferred dates below.
1.	Photographer	
2.	Videographer	
3.	Crowd Control Staff	
4.	AV Technician	
5.	Sound Technician	
6.	Lighting Technician	

## Section VI: Extra Notes

### T. Other

	Yes	No	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Will you be using special effects? (Haze/smoke machines, strobe lighting, water, etc.)
2.	<input type="checkbox"/>	<input type="checkbox"/>	Will you be audio recording the event?
3.	<input type="checkbox"/>	<input type="checkbox"/>	Will you be video recording the event?

### U. Special Request Tech Notes