

Fox Lane High School
Mary Lou Meese Theater
Technical Support Request

Today's Date: _____

Name of Event: _____

Contact Person: _____ Phone: _____

Dates/Times of Rehearsals in Theatre: _____

Performance Dates/Times: _____

Time you would like access to the theatre: _____

Please check all needs that apply:

- | | | |
|---|---|----------------------------|
| _____ Stage Lighting | _____ Piano on Stage | _____ Cassette Tape Deck |
| _____ Microphones | _____ Chairs # _____ | _____ C.D. Player |
| _____ Follow Spot (1 or 2)
<small>Circle</small> | _____ Music Stands # _____ | _____ Lobby Tables # _____ |
| _____ Acoustic Shell | _____ Choral Risers (stage or pit) # _____
<small>Circle</small> | _____ Lectern |
| _____ Conductor's Podium | | |
| _____ Access to other rooms : _____ | | |
| _____ Other: _____ | | |

The lighting will be focused as a general wash providing full stage coverage. Please list any special lighting needs such as specific color, light in the pit area, etc... Any extensive lighting needs should be discussed with the Theater Manager well in advance of your production.

On the back, please diagram your set-up.
Be sure to include microphone placement and direction of pit piano (if applicable).
If stage crew will be changing the stage during your event,
please diagram each set-up on additional pieces of paper (be sure to number sheets in event order).

Please return this completed form to Rob Martin at
Fox Lane High School
PO Box 180
Mout Kisco NY10549
If there are any questions, please call Rob at 914.241.6040.