

DEVONSHIRE CULTURAL CENTER TECHNICAL REQUEST FORM*

PLEASE COMPLETE ALL SECTIONS ON THIS FORM – This will be shared with the Technical Director. He will call for questions and confirmation.

PERFORMER/GROUP:
PERSON SUBMITTING:
PHONE NUMBER:
PERFORMANCE DAY /TIME:

1. List the equipment you are bringing:
 - CASSETTE TAPE
 - CD
 - IPOD
 - ___ INSTRUMENTS (Please specify) _____
2. Indicate the sound equipment you require:
 - MICROPHONE [Quantity: ___]
 - MONITOR [Quantity: ___] 2-Stage left and Stage Right
 - ELECTRIC PIANO
 - HOUSE PIANO
 - AUDIO TO DRESSING ROOMS
 - VIDEO PROJECTOR
 - ___ OTHER (Please specify) _____
3. Indicate Your Lighting Needs
 - SIMPLE FULL UP STAGE LIGHTS
 - STAGE LIGHTS WITH TIMED CUES (THIS WILL REQUIRE A MEETING WITH HOUSE TECHNICIAN)
 - *YOU HAVE YOUR OWN LIGHT/SOUND TECHNICIAN WHICH WILL ONLY REQUIRE OUR STAFF TO DO AN EQUIPMENT ORIENTATION/CHECK-OUT WITH OUR HOUSE TECHNICIAN.

*This option requires one hour of pay toward the use of the house technician. The outside technicians will only be board operators and will not be allowed to move/adjust or refocus lighting instruments. This task must be done by the house technician or an approved lighting design contractor.

4. Indicate stage plot (placement of equipment) below:

STAGE

(Audience)

5. Do you require a changing room?
 - YES
 - NO

Skokie Park District will not assume financial responsibility for loss, theft or damage of any equipment or personal belongings left in changing rooms.

Return this form with your completed rental agreement to:
Kathy Day-847-674-1500 ext. 2425
e-mail: kday@skokieparks.org Fax: 847-933-4554
Post: Devonshire Cultural Center, 4400 Greenwood Street
Skokie, IL 60076
(847) 674-1500, ext. 2420