

ASU's KERR CULTURAL CENTER'S TECHNICAL SET-UP FORM

INSTRUCTIONS: In order for us to serve you more effectively and ensure your event will run smoothly, we need your specific set-up requirements 2 weeks in advance of your event. Please fill in all appropriate blanks below. **Also complete the diagram on the back of this form.** Please call **480-596-2660** for an appointment to set up technical arrangements or if you have any questions.

EVENT: _____ DATE(S): _____

CONTACT: _____

DAY PHONE NUMBER: () _____ BEST TIME TO REACH ME: _____

FAX NUMBER: () _____ E-MAIL: _____

INCLUSIVE CONTRACT TIME: FROM: _____ TO _____ ARRIVAL TIME: _____

ESTIMATED ATTENDANCE: _____ ADMISSION CHARGE? Y____ N____

START TIME: _____ INTERMISSION: Y__ N__

REHEARSAL TIME: FROM: _____ TO _____ **(Must be pre-arranged)**

SOUND CHECK TIME: _____ PERFORMANCE TIME: _____

WILL PROVIDE USHER: Y____ N____

USHERS NAME: _____ DAY PHONE NUMBER: () _____

WILL OUTSIDE RENTAL EQUIPMENT BE USED? Y____ N____

NAME OF COMPANY: _____ DAY PHONE NUMBER: () _____

CATERER: _____ DAY PHONE NUMBER () _____

ALCOHOL TO BE SERVED? Y____ N____

NAME OF PROVIDER: _____ DAY PHONE NUMBER: () _____

The Kerr Cultural Center has the following items available for your use at no additional charge. Please indicate the number of each item you will need.

NUMBER OF ITEMS I NEED		Kerr Has	DESCRIPTION OF ITEMS	NUMBER OF ITEMS I NEED	KERR HAS	DESCRIPTION OF ITEMS
		20	8' x 30" Tables		1	Compact Disc Player
		4	6' x 30" Tables		2	Single Cassette Recorders
		27	48" Round Tables		1	8' x 8' Portable Projection Screen
		243	Folding Chairs		5	Microphones
		7	Music Stands		2	AKG Acoustic Microphones
		2	Prop Tables		2	Coffee Pots
		7	Stools		8	Microphone Stands

The following items are available at an additional charge. Please consult with Kerr Staff if you need to use them:

() **7' Baldwin Grand Piano** () **Lectern**

PLEASE NOTE:

- 1) If you need equipment in addition to that listed above, you will need to supply it.
- 2) All rental and personal equipment must be removed at the end of the stated contract time.
- 3) Private events will be staffed with at least two (2) staff members.
- 4) Kerr Cultural Center reserves the right to require security in the event alcohol is being served.

(PLEASE COMPLETE DIAGRAM ON OTHER SIDE)