

Adele Iffeld Auditorium User's Checklist

Full Event Title (as advertised): _____

Running time, including intermission: _____

Number of performers (90 max. capacity of green room, backstage): _____

Description of event (in 50 words or less) for advertising use on Iffeld Auditorium website (URL). Subject to revision by Iffeld Auditorium staff. Please use back of sheet.

Production Meeting is recommended for some shows. Please see Iffeld Auditorium Manager for suggestions.

Schedule Production Meeting: _____

Lighting

Lighting tech day is recommended for some shows. Please see Iffeld Auditorium Manager for suggestions.

Schedule Lighting Tech Day: _____

Colored or white wash: _____

Special gel color requests: _____

Iffeld Auditorium will charge Sponsor for any changes to standard house plot plus restore at hourly technician's rate.

Spotlights: 1 or 2

Specials: _____

Sound

Sound Check is recommended for some shows. Please see Iffeld Auditorium Manager for suggestions.

Schedule Sound Check: _____

Microphones

SM58 (seven): _____

Wireless SM58 (three): _____

Condenser (one SM87, two 16A, four PG81): _____

Lavalier (five): _____

Headset mics (five): _____

Monitors

Number of mixes: _____

Preferred mix position:

Booth _____

Front of House (recommended) _____

Please see *Rules and Policies (f.)* if CDs are to be used.

Video — Front projection of

DVD: _____

Computer-generated presentation: _____

File format/type: _____

Please describe additional computer-generated presentations on back of sheet.

Please email all computer-generated presentations to Ilfeld Auditorium Manager three days prior to event.

Staging

Will there be a set? If so, please schedule Production Meeting with Ilfeld Auditorium Manager.

Lectern: yes no

Tables and sizes: _____

Chairs: _____

Acoustic shell: yes no

Marley flooring: yes no / black white

No set pieces may be placed on Marley flooring.

Pit cover removal: yes no

If orchestra pit is to be used, please give thirty days advance notice for cover removal.

Please declare all pyrotechnics and firearm replicas (firearms not allowed on NMHU campus) for Ilfeld Auditorium Manager approval. Please use back of sheet if necessary: _____

Please see *Rules and Policies (I.)* for our flame proofing policy.

Please see *Risers* for use of risers.

In some cases it is recommended that Sponsor provide a Stage Manager (in addition to Ilfeld Stage Manager) to call cues. Please see TD for suggestions.

All points subject to Technical Director discretion.

Front of House

Truck/Bus parking necessary? _____

Recording devices allowed? _____

Flash photography? _____

Size of expected audience (max. capacity 721): _____

Special seating arrangements

Main floor, then balcony filled (recommended) _____

VIP areas _____

Latecomer policy _____

Programs _____

Tickets _____

Ushers _____

Merchandise sold _____

Lobby decoration time/date (tape/tacks not allowed on walls) _____