

Services and Equipment Request Form

*Attach to
Scheduling Form

☐ Addendum B-1

Today's Date: _____

Office of Scheduling
203 Varner Hall
(248) 370-3012
mtdroom@oakland.edu

Facility Needs (Does not include personnel)

Miscellaneous

- ☐ Concessions
- ☐ Dressing rooms (include room 106: _____)
- ☐ Non-food sales (promotional items)
- ☐ Reception (indicate location) _____
- ☐ Box office

General Performance Set-Up

Sound Equipment Needs

List items to be supplied by Oakland University ONLY

- ☐ Microphones
Number required: _____
- ☐ Microphone on lectern
Number required: _____
- ☐ Microphone Stands
Number required: _____
- ☐ Lavalier
Number required: _____
- ☐ Booms
Number required: _____
- ☐ Clearcom
Number required: _____
- ☐ Mixer
- ☐ Monitor
- ☐ Other: _____

Audio/Video Needs

Audio: Performance spaces are equipped with cassette and CD playback only.

- ☐ Recording
- ☐ Playback

Video: Equipment and taping services available through ITC, but should be scheduled using this form.

- ☐ Recording
- ☐ Playback

- ☐ ITC equipment/video request form attached

Please attach sketch of stage set-up, i.e., placement of music stands, mics, chairs, etc.

Stage Set-Up

(RECITAL HALL ONLY)

Furniture

- ☐ Full stage
 - __Panels
 - __Black traveler
 - __Cyclorama
 - ☐ Half Stage
 - __Panels
 - __Acoustic Shells
 - ☐ Other equipment needs:

- ☐ Chairs
Number required: _____
 - ☐ Tables
Number required: _____
 - ☐ Music Stands
Number required: _____
 - ☐ Lectern
 - ☐ Standing risers
 - ☐ Seated risers
 - ☐ Dance floor
 - __Grey __Black
 - ☐ Conductor's Podium
 - ☐ Other: _____

Pianos

- ☐ Upright
- ☐ Steinway grand (old)
- ☐ Steinway grand (new; limited availability)
- ☐ Baldwin grand
- ☐ Other keyboard needs:

- ☐ Tuning needs:

Musical Instruments Supplied by Oakland University:

Permission to use instruments granted by:

Name Date

Office use only

Confirmed By:

Director of Scheduling Date

Chairperson Date

Technical Director (if necessary) Date