Today's Date _______________________________________

Concert & Rehearsal Checklist:

Event Name: ________________________________
Contact Name: ______________________________
Concert Date: _______________________________
Event Number: ______________________________
Phone Number: ______________________________
FAX Number: ________________________________
E-Mail Address: ______________________________

Rehearsal Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In Building</th>
<th>Start Time of Event</th>
<th>End Time of Event</th>
<th>Time Out Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Concert Information

Arrival Time: ________________ am / pm

<table>
<thead>
<tr>
<th>Ticket Booth/ Table Opens</th>
<th>Doors Open</th>
<th>Show Start Time</th>
<th>Intermission Start</th>
<th>Duration</th>
<th>Show End Time</th>
<th>Out of Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>am / pm</td>
<td>am / pm</td>
<td>10 Min.</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>am / pm</td>
<td>am / pm</td>
<td>15 Min.</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>am / pm</td>
<td>am / pm</td>
<td>20 Min.</td>
<td>am / pm</td>
<td>am / pm</td>
</tr>
</tbody>
</table>

Additional Rooms Needed:  
- Dressing
- Ag Production
- Ag Leaders
- Ag Science
- Weyerhaeuser
- Construction & Engineering Hall
- Wells Fargo Bank
- Myrtle Tree Alcove

Tickets

Date tickets will go on sale: ________________________________

For Information, Call: ________________________________
Web Information/Tickets: www.

<table>
<thead>
<tr>
<th>Ticket Outlets</th>
<th>Ticket Prices</th>
<th>Seating</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Door</td>
<td>$ ___________</td>
<td>General</td>
</tr>
<tr>
<td>Emporium</td>
<td>$ ___________</td>
<td>Student</td>
</tr>
<tr>
<td>Grassroots</td>
<td>$ ___________</td>
<td>Senior</td>
</tr>
<tr>
<td>Safeway</td>
<td>$ ___________</td>
<td>Children</td>
</tr>
<tr>
<td>Scandinavian</td>
<td>$ ___________</td>
<td>_______</td>
</tr>
<tr>
<td>Trading Co</td>
<td>$ -0-</td>
<td>Free *</td>
</tr>
</tbody>
</table>

Ushers

- Own Ushers: Contact Name: ________________________________
- LSC Ushers: Number of Ushers: ________________________________
- Phone Number: ________________________________

Late Comers:  
- Do Not Allow
- Detain Until Break
- Allow into House
- Allow into Balcony

Audience Recording:  
- Allow
- Restrict
- Enforced by: ________________________________

Reception: Location & Time: ________________________________

Note: LSC requires 18 tickets for our use delivered at least two (2) weeks before the performance. Delivered

* NOTE: Admission events include those events that charge attendees for lunch or materials, or receive free will offerings.
**Rehearsal Crew / Staffing Information**

### Staging Information

- **Main Stage Curtain:**
  - [ ] Open
  - [ ] Closed
  - [ ] Cued
  - [ ] Other: 
- **Acoustical Sound Tower Location:** (See Page 4)
  - [ ] Chamber
  - [ ] ¼ Stage
  - [ ] ½ Stage
  - [ ] ¾ Stage
  - [ ] Full Stage
  - [ ] Full Side
  - [ ] Hidden

### Musical Equipment

- **Equipment:**
  - [ ] Bosendorfer
  - [ ] Yamaha
  - [ ] Bass Drum
  - [ ] Timpani (4)
- **Tuning:**
  - [ ] Piano Tuned
  - [ ] Piano NOT Tuned

### Staging Equipment

<table>
<thead>
<tr>
<th>Platform:</th>
<th>Orchestra:</th>
<th>Choir:</th>
<th>Tables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' x 12'</td>
<td>Conductor’s Podium</td>
<td># _______ Chairs</td>
<td># _______ Shell</td>
</tr>
<tr>
<td>5' x 8'</td>
<td></td>
<td># _______ Music Stands</td>
<td># _______ Shell</td>
</tr>
<tr>
<td>3' x 5'</td>
<td></td>
<td></td>
<td># _______ ST Wing</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td># _______ STL Wing</td>
</tr>
</tbody>
</table>

**KEY:**
- SR: Stage Right
- SC: Stage Center
- SL: Stage Left

### Visual Equipment

- [ ] Slide Projector
- [ ] Overhead
- [ ] VHS
- [ ] Video Camera
- [ ] LCD Projector
- [ ] Project Screen (30’ x 23’)
- [ ] Other:

### Sound Equipment

<table>
<thead>
<tr>
<th>Podium</th>
<th>Wired Mic.</th>
<th>Wireless Mic.</th>
<th>Lavaliere Mic</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8’ x 12’</td>
<td># _______</td>
<td># _______</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5’ x 8’</td>
<td># _______</td>
<td># _______</td>
<td># _______</td>
</tr>
<tr>
<td></td>
<td>3’ x 5’</td>
<td># _______</td>
<td># _______</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information

- [ ] Floor Monitor
- [ ] P / A System
- [ ] CD Player
- [ ] Audio Tape Player
- [ ] Press Audio Feed

### Headsets Locations

- [ ] Stage Mgr. Sta.
- [ ] Back Row
- [ ] SL
- [ ] SC
- [ ] SL
- [ ] Stack
- [ ] A / V Booth
- [ ] Orchestra Pit
- [ ] Front Row
- [ ] Row J
- [ ] Light Board
- [ ] Follow Spot

### Lighting Information

- [ ] Podium Special
- [ ] # _______ Follow Spot(s)
- [ ] # _______ Stage Special(s)
- [ ] Standard White Wash
- [ ] ¼ Stage
- [ ] ½ Stage
- [ ] ¾ Stage
- [ ] Full Stage

**Notes:**

- [ ] 2
- [ ] 3 Color Wash

Please indicate colors below.

1. 
2. 
3. 

### Crew Call Information

- [ ] Crew Call: _______ am / pm
- [ ] Security _______ am / pm

### Stagehands

- [ ] # _______ Load In
- [ ] # _______ Rehearsal
- [ ] # _______ Load Out
**Outside Labor / Equipment Information (recording, sound, music)**

Company Name: 
Contact Person:  Contact Phone: 
Brief description of services provided: 

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**Austin Stage Layout**

Please indicate acoustical sound towers and equipment placement

SR  SC  SL

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**Notes:**

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**KEY:**

|  Δ  |
|  X  |
|  O  |
|  ─  |

---
Additional Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Additional Austin Stage Layout. Please indicate acoustical sound towers and equipment placement.

Key:
Acoustic Sound Towers
- Full Sides
- Full Stage
- ¾ Stage
- ½ Stage
- ¼ Stage
- Chamber