

McKenzie THEATER TECH CHECKLIST

All Events Must Fill Out This Form

Student Theater Technicians are:

Bryn McLaughlin, mclaugb2@eou.edu , 503-913-1820 (cell)

Rachel Bentz, bentzr@eou.edu , 541-792-0412 (cell)

Supervisor, Associate Professor Mike Heather
541-962-3858 (office), mheather@eou.edu

Critical! Please be complete!

(Without this information your request cannot be completed)

Name of event: _____

Sponsoring group (if any): _____

Contact Person: _____

Phone: _____

Email: _____

What are the exact time and dates of your rehearsals?

What dates and exact times are your performances?

_____ Technical Rider...signed (copy attached)

Type of event:

- _____ Lecture
- _____ Symphony
- _____ Small musical Group
- _____ Large musical Group
- _____ Choral
- _____ Dance
- _____ Full play production
- _____ Slide/Presentation show
- _____ Film
- _____ Other (specify _____)

Sound: Sound equipment inventory is

limited to 1 wired Microphone. There are no tape decks or monitors available. Additional sound equipment is the responsibility of the renter.

_____ CD player

Audio Visual:

There is no AV inventory for the McKenzie Theater. To rent audio visual equipment, please contact EOU Audio Visual Department 962-3388

Lighting:

General House and Stage Lighting are provided and can accommodate a wide range of events.

- _____ General House lighting
- _____ Lighting on speaker and guest seated on stage
- _____ Followspot (if available and renter must provide operator)
- _____ General Full Stage Lighting (group may specify colors desired of Cyc and down light)

Note EOU **does not allow pyrotechnics of any kind.*

Stage:

There is not a chair or table inventory for the McKenzie Theater. When the full stage is used masking for the wings is provided.

- _____ Music overhead acoustic shells
- _____ Mid traveler (cuts stage in half)
- _____ Back Traveler (black back drop upstage)
- _____ Cyc (white back drop upstage)
- _____ Grand drape (red front curtain)
- _____ Open _____ Closed

A thrust (front stage extension) will always be up unless the orchestra pit is needed.

Other:

- _____ Front Film Screen/Cyc
- _____ Piano unlocked on stage

Supporting space needs:

1. Green room LH104 cannot be scheduled and must be kept clear because it is a fire exit.
2. Make-up/Dressing rooms LH105B,C & D must be scheduled separately for an additional charge*

*(EOU student productions take precedence so these areas may not be available and must be scheduled at the same time as the theater.)

Notes:

A. A Student Theater Technician is required to be on sight for all rehearsals and performances one half hour before and one half hour after event.

B. There are no concession personnel, house management or ushers provided so groups must arrange for their own as needed.

C. Organizations are responsible for and required to clean and remove items from the theater and stage one half hour after their event is concluded.

D. Any items left after any event will be disposed of by the Techs and their supervisor as they see fit.

E. Scheduling of the Theater and Dressing Rooms does not entitle the event organization to use those and adjacent areas as work areas to construct or craft items for their event.

F. During any given 8 hour scheduled event a lunch/dinner break of 1 hour is included for the Techs.

G. Any event such as a play production or dance program with light design needs must contact the McKenzie Theater Tech Supervisor one month in advance to discuss schedules and capability of the theater. Otherwise only general lighting will be available. Lighting design is not a part of the Techs responsibilities.

H. For any questions please contact the Supervisor.