

**KENNETH KING ACADEMIC & PERFORMING ARTS CENTER
STAGE & TECHNICAL SERVICES REQUEST**

Please complete this form when scheduling your performance/production/workshop or recital.
Return this form to the scheduling office and arrange a production meeting with the
Facility Technical Director.

CONTACT: FACILITY TECHNICAL DIRECTOR
KING CENTER
AURARIA HIGHER EDUCATION CENTER
855 LAWRENCE WAY
DENVER, CO 80204

PRODUCTION: _____
DEPARTMENT: _____
FACULTY IN CHARGE: _____
TYPE OF EVENT: _____
SET-UP DATE(S): _____ TIME: START _____ END _____
REHEARSAL DATE(S): _____ TIME: START _____ END _____
TIME: START _____ END _____

PLAYING TIME OF EVENT: I _____ INTERMISSION _____ II _____
III _____ INTERMISSION _____ IV _____

STAGE

Immediate person in charge onsite: _____ phone #: _____
Cell phone #: _____
Office phone #: _____

Stage area needed: Width _____ Depth _____ Trim Height _____
Any floor covering? _____

Will production play in front of: House Curtain _____ Travellar _____ Cyc _____ Other _____
Explain: _____

Will flown scenery be required? _____ Does House Curtain: Fly _____ Travel _____ during show? _____

Do you require platforms? _____ How many? _____ What size? _____

Please attach a list of piano & percussion needed.

If chairs & tables are needed onstage, please specify quantity: Chairs _____ Tables _____

If props or standing scenery necessary, please describe items in simple terms: _____

Please include a floor plan of your set or set-up if possible.

LIGHTING

A house plot will be provided, which is a general lighting set-up for the stage. If additional lighting is needed, you must provide specific information to the Facility Technical Director 303-556-2181.

SOUND

Will sound reinforcement be necessary? _____

Complete the following

Mic #	Purpose	Stand/Boom/Gooseneck/Podium	Location

Attach a plot for more clarity.

Will you need monitors backstage? _____ Will taped sound/CD or Cassette Tape be used? _____

Do you want show recorded? _____ (Users will supply tapes or CD medium) _____

PROJECTION

(All AV Equipment can be provided by the Media Center)

35 mm Slides: Will you bring your own: Projector ___ Screen ___ Will we supply: Projector ___ Screen ___

Position of screen: _____

Position of projector(s) (draw diagram if necessary): _____

Please bring slides in carousel trays.

Will user operate projector(s)? _____ Cue operator? _____

Overhead projector:

Will you bring your own: Projector _____ Screen _____ Will we supply: Projector _____ Screen _____

Video projector:

Will you bring your own: Projector _____ Screen _____ Will we supply: Projector _____ Screen _____

DRESSING ROOMS

Number of dressing rooms requested: _____ Quick change needed? _____ How many? _____

Where? _____

LOBBY AREAS

Will you require any equipment or set-up in lobby area? Explain: _____

Will you require any other rooms located in the King Center? Explain: _____

Enclosed are floor plans of the Recital Hall, Concert Hall and the three configurations of the Courtyard Theatre.