STAGE REQUEST

Today’s Date _________________

Name of Organization/Department ____________________________________________

Contact person’s name and number ____________________________________________

Reservation done for outdoor activity?  Yes   No

Event/Location______________________________________________________________________

Date/Time of Event________________________________________________________________________

Date of Stage set-up _________________ Stage breakdown ______________________

Power Requirements ______________________________________________________________

Size needed for outdoor stage:

   _____ Full size (16x40)

   _____ Half (16x20)

Size needed for indoor stage: (Not actual stage, platform)

   _____ Indoor (panels are 4x8)—please specify size________

Steps: Please circle one— 1 set  2 sets

Location of steps _________________________________________________________________

______________________________________________________________________________

Signature   Date