

# CAPITOL THEATRE

## BASIC TECHNICAL ADVANCE INFO

- What time will you be arriving to start your set-up? \_\_\_\_\_
- Do you require any help in loading in? \_\_\_\_\_
- Do you have any props, banners or merchandise that you wish to hang or display? \_\_\_\_\_
- Do you have any props, banners or merchandise that you wish to be lighted? \_\_\_\_\_
- Do you need follow spot(s)? \_\_\_\_\_ Do you need operator(s)? \_\_\_\_\_
- How many people will be on the stage? \_\_\_\_\_
- How many microphones do you require? \_\_\_\_\_
- Do you need risers? \_\_\_\_\_ How many? \_\_\_\_\_
- Do you have any special music that you wish to be played? \_\_\_\_\_
- Do you have any other singers or performers that need a microphone?  
\_\_\_\_\_
- Do you have any visual displays you would like to present such as power point or DVD? \_\_\_\_\_
- Do you require a screen? \_\_\_\_\_
- During your performance, do require stage-hand assistance to move anything on or off the stage? \_\_\_\_\_
- Do you need our curtains to open or close at any point during your presentation? \_\_\_\_\_
- After your presentation, do you require any stage-hand assistance to disassemble and load out? \_\_\_\_\_
- Do you require any assistance from our in house stage manager to help you with organizing people's movement on or off during your presentation? \_\_\_\_\_
- Do you need the grand piano? \_\_\_\_\_ Tuned the day of your show?  
\_\_\_\_\_

For the good success of your events it is very important for us to have a contact name and phone number of someone who can easily be reached in case we have any questions about your event

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Date of the show: \_\_\_\_\_