

# Technical Assistance Request for Auditorium (TARA-FORM)

*Fear not this form, completing it will put you on solid ground.*

Organization: \_\_\_\_\_

Name of Organization Contact: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Request Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

**Requests without 3 weeks advanced notice may not be considered**

Description of Event: \_\_\_\_\_

Timeframe of Event: \_\_\_\_\_ Planned Attendance: \_\_\_\_\_

Requested Assistance: (Check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Scenic Requests* | <input type="checkbox"/> Lighting Requests <sup>1</sup> | <input type="checkbox"/> Sound Requests <sup>2</sup>  |
| <input type="checkbox"/> Orchestra Pit    | <input type="checkbox"/> House Light                    | <input type="checkbox"/> Assembly Setup ~ One<br>Microphone, Center on<br>Podium, in House System                             |
| <input type="checkbox"/> Stage: Apron     | <input type="checkbox"/> Pit Wash                       | <input type="checkbox"/> Presentation Setup ~ Two<br>Microphones, Podium or<br>Mike Stands, in House<br>System                |
| <input type="checkbox"/> Stage: Full      | <input type="checkbox"/> Apron Wash                     | <input type="checkbox"/> Concert Setup ~ # of<br>microphones as determined,<br>with House System and<br>monitors <sup>3</sup> |
| <input type="checkbox"/> Backstage        | <input type="checkbox"/> Full Stage Wash                |   |
| <input type="checkbox"/> Dressing Rooms   | <input type="checkbox"/> Follow Spot*                   |   |
|   | <input type="checkbox"/> Specials*                      |   |
|   | <input type="checkbox"/> Special Plot* <sup>3</sup>     |   |
1. Any Lighting Requests beyond HOUSE LIGHT requires two (2) paid technicians.
  2. All Sound Requests requires at least one (1) paid technician.
  3. These services may require a setup fee.

\*Describe any special Scenic and/or Lighting Requests in detail below: \_\_\_\_\_

Thank you for your request. You will be contacted within three (3) days to confirm your needs.

By signing this request form, you acknowledge and accept the full responsibility on behalf of your organization to:

1. follow all rules and regulations governing the Falls Church High School Auditorium and Fairfax County Schools.
2. provide all requested technical information needed for your event ten (10) business days prior to performance.
3. attend ALL production meetings required for the event.
4. pay rental costs for any special scenic or lighting request. (price list available on request).
5. pay for hourly technical assistance (\$10/hour per technician) as provided by Falls Church Theatre Staff.
6. repair and/or replace any damaged or destroyed equipment in a timely fashion.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_