



Odel Johnson Performing Arts Center

Event Staffing and Technical Needs Checklist

All users of the Theater are obliged to be under the direction of the Stage and Production Supervisor and comply with the rules and regulations outlined in the Theater Use Agreement. It is the Stage and Production Supervisor's role to be responsible (or delegate responsibility) for:

- The safety of all Users, production personnel, and patrons
- The installation and setup of productions
- The management of productions
- The restoration of the Theater facilities and technical elements at the conclusion of the production

The presence of an Event Supervisor is a mandatory requirement for all time in the Theater. The Event Supervisor will normally assume the role of Audio/Video or Lighting Operator. Depending on specific technical requirements and operator workload some shows may require additional technical staff.

Amateur, non-professional, volunteer or unpaid staff that have satisfied the Stage and Production Supervisor (or delegate) as to their competence relating to the task/s they are undertaking may be approved to work on stage or operate equipment.

Performances should be under the control and direction of a competent Stage Manager. If the User does not supply a Stage Manager and in the opinion of the Stage and Production Supervisor one is required, the Laney Facility Office reserves the right to hire a suitable Stage Manager at the User's expense.

**This document is subject to and contingent upon existing PCCD Board and Administrative Policies related to Facilities Rentals*

— Please read through available options and check all boxes that apply to your production —

Lighting

Light Plot Provided

By User

Please provide a light plot at least 30 days prior to your event. Vectorworks files are available on the Laney Facilities website

Lighting Designer

Needed

If you are in need of more than a general stage wash and do not have a designer a student and/or staff member can be hired for an additional fee

General Stage

Wash

Basic warm/cool down and front light. This will be a simple lights up, lights down show

No Theatrical

Lighting Needed

Use of only the stage work lights and audience lights. No additional stage lighting will be used

Please describe any additional lighting needs:

Audio

Microphones Needed

Please specify number and type below. Technical inventory available on the Laney Facilities website

Music Playback

Please specify audio source below (laptop, CD, etc.)

No audio needed

Please describe any additional audio needs:

Video (Projections)

Presentation Style

Powerpoint (or comparable) presentation. User will provide a laptop containing the presentation

Movie Playback

Please specify media source below (DVD, laptop, etc.)

Performance

Integrated Video

Playback

The performance will have a incorporated video element and require an operator

No Video Playback

Needed

Please describe any additional video needs:

Stage Furniture, Concert Staging, and Floor Covering

Orchestra Shell

Shell is modular and ground supported. See technical inventory for details

Choral/Band Risers

See technical inventory for setup options

"Marley" Dance Floor

Rosco reversible (black/gray) dance floor. Only barfoot or ballet footwear allowed

Lectern

Please note below if any audio/video equipment will be controlled from here

Chairs

Please specify number and location below

Tables

Please specify number and location below

No Staging needed

Please describe any staging needs:

Theater Lobby

Box Office

Ticket sales before/during the event

Chairs

Please specify number and location below

Tables

Please specify number and location below

Please describe any additional audio needs: