CSUSM Performance Hall
TECHNICAL QUESTIONNAIRE

Please complete and return the following technical checklist. Please complete and return with your contract. The technical checklist must be returned no later than 30 days prior to your event. If not received 30 days prior to your event, your technical needs may not be accommodated. This will help us to better prepare for your event; by understanding your needs, we can make things go smoothly. Here are some hints to help you out:

- **Any** information will help . . . don't worry about things that information is not yet available on (i.e. arrival times, etc.)

- **Please be aware!** While we will make every effort to accommodate your requested rehearsal and technical set up times, as well as your performance technical requirements, this may not always be possible. Due to class schedules staffing and space limitations, time within the performance hall may be restricted.

- There is a sketch plan of the stage on the last page. Feel free to scribble on it to show us (for instance: where the piano goes, where you need special lights, etc.) your plans. Make as many copies as you want.

- We are required to follow OSHA standards, state law, and campus policies. This means that props such as open flames, weapons, etc. may be prohibited.

- This list is general, for many different users. Feel free to add things in the margins or attach extra pages. Leave sections blank if they do not pertain to your performance.

- If you have a technical or production rider, please attach a copy of it and return to us.

- If you need any help completing this checklist, please call:

  **Marilyn Huerta, Arts & Lectures Coordinator**
  (760) 750-4366
  mhuerta@csusm.edu

  Or

  **Chad Huggins, VPA Technical Director**
  (760) 750-8052
  cehuggin@csusm.edu

- **MOST IMPORTANT!** If you cannot give any other information, we MUST have the name and phone number of someone who can answer questions about technical, crew, and scheduling requirements.
CSUSM Performance Hall Checklist

TECHNICAL CHECKLIST

Name of event: ________________________________

Date(s): ________________________________

Type of event

☐ Theater
☐ Concert
☐ Dance
☐ Other _________________

SCHEDULE

Load-In (Setup): from ________ to ________

Rehearsal/sound check: from ________ to ________

Performance: from ________ to ________

Intermissions (Y/N):
from ________ to ________
from ________ to ________

Load-Out (Strike): from ________ to ________

Number of Artists/Performers ____________ Arrival Time: ________

TECHNICAL CONTACTS

☐ Tech rider attached

Please list the names, e-mail addresses, and phone numbers of persons who can be contacted regarding technical requirements, crew requirements and scheduling:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
LIGHTING

Please Check One:

☐ Lighting Board Operator To Be Provided by CSUSM
☐ Lighting Board Operator To Be Provided by Performer
☐ No Lighting Board Operator Required (only general house lights will be utilized)

Lighting Plot (please check one)

☐ CSUSM Performance Hall Rep plot
☐ Custom Lighting Plot – Prehung
  Please note: A Lighting plot must be provided by the performer 30 days prior to the performance date. If a light plot is not provided within 30 days, the standard Performance Hall Rep plot will be utilized.

☐ Custom Lighting Plot – Client Hung
  Please note: Lighting Designer and Lighting Board Operator must be provided by performer when the above option is selected.

☐ Dance booms
  Details: ____________________________

Note: CSUSM’s Performance Hall standard house Rep lighting plot includes:
FOH: 3 color washes, downstage (Blue, Amber, Lt Pink)
  3 color washes, upstage (Blue, Amber, Lt Pink)
TOP: 3 color washes, downstage (Blue, Amber, Lt Pink)
  3 color washes, midstage to upstage (Blue, Amber, Lt Pink)
CYC: 3 color (Red, Yellow, Blue)

Specials Required and/or Additional Requirements:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

SOUND

Please Check One:

☐ Sound Personnel To Be Provided by CSUSM
☐ Sound Personnel To Be Provided by Performer
☐ No Sound Personnel Required (Performer will manage sound from stage)
Equipment (please check needed items):

- House speakers
- On Stage PA System
- CD player
- Cassette player
- Grand piano
- Music stands: Number: ________
- Musician’s chairs: Number: ______
- Other
- Microphones (provide detail below)

Description of microphones, microphone stands/booms and direct boxes requirements:
________________________________________________________________
________________________________________________________________
________________________________________________________________

Stage Monitor mixes and monitor speaker(s) requirements:
________________________________________________________________
________________________________________________________________
________________________________________________________________

Please check needed items:

- Media Playback
  - DVD Player
  - VHS Deck
  - Other
- Projection Screen
  - Main Projection Screen (30 ft x 20 ft; hangs in front of the main drape)
  - Cyclorama (40 ft x 30 ft; hangs at the rear of stage)
  - Other
- Podium
- Stage Risers (risers are 8 ft x 4 ft each; setup time constraints may prohibit use)

Please detail any particular needs or setup instructions:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
**Introduction:**
- □ None required
- □ CSUSM Presenter to introduce artist
- □ MC will introduce artist(s)
- □ Name of MC: ________________________________
- □ MC will arrive at theatre at (time): _________

**Stage manager:**
- □ Your Stage manager will call show
- □ CSUSM Stage Manager will call show
- □ Other __________________________________________

**Stage Layout** – Please attach your stage plan or sketch on using the following symbols:
- ☒ Performers
- △ Microphones
- ■ Monitor Wedges