

## **SCHEDULING FORM**

Oakland University  
Dept. of Music, Theatre & Dance  
(248) 370-2030 main office  
(248) 370-2041 fax

Exhibit B

Production Coordinator  
202 Varner Hall  
(248) 370-3012  
keboersm@oakland.edu

This form has been completed by the Production Coordinator based on your letter of request to use an MTD facility. If needed, there will be a Services & Equipment Form (Exhibit B-1) attached. Please check this information over carefully. If there are any errors or omissions please contact the Production Coordinator by phone, fax or email as soon as possible.

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ TYPE:

Address: \_\_\_\_\_

Does this request replace a previously scheduled event? YES \_\_\_\_ NO \_\_\_\_

### **FACILITY REQUEST:**

**Weekly**, recurring during semester: Start date \_\_\_\_\_ End date \_\_\_\_\_

Day of week	start time	end time	location	Comments: _____

\_\_\_\_\_  
\_\_\_\_\_

### **Single dates**

Date	day of wk.	ready	access	curtain	end	location	description

Is there a Service & Equipment Form attached? YES x NO \_\_\_\_

### **Personnel requested**

(check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> facility assistant | <input type="checkbox"/> stage manager    |
| <input type="checkbox"/> sound tech         | <input type="checkbox"/> lighting tech    |
| <input type="checkbox"/> follow spot op     | <input type="checkbox"/> box office & foh |

### **Confirmed by:**

\_\_\_\_\_  
Production Coordinator date

\_\_\_\_\_  
Sponsor date

Services & Equipment Request Form  
Exhibit B-1

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**Stage Set up**

Sound Equipment Needs\*

List items to be supplied by OU ONLY

- ☐ Microphones  
Number required:   1
- ☐ Microphone on lectern  
Number required:
- ☐ Microphone stands  
Number required:
- ☐ Lavalier  
Number required:
- ☐ Booms:  
Number required:
- ☐ Clearcom  
Number required:
- ☐ Other: \_\_\_\_\_

Audio/Video Needs

Audio: performance space equipped  
w/ CD playback

☐ Recording

☐ Playback

Video: equipment & taping services  
are available through ITC  
Requirements: \_\_\_\_\_

\*Questions regarding sound needs should be directed to the Sound/Tech  
Coordinator, (248)370-3014 or [herald@oakland.edu](mailto:herald@oakland.edu)

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Facility Needs:  
(Recital Hall only)

Stage:

- ☐ Full Stage: ☐ Panels ☐ Black traveler ☐ Cyclorama
- ☐ Half Stage: ☐ Panels ☐ Acoustical Shell

Furniture: (Please indicate how many)

- ☐ Chairs \_\_\_\_\_
- ☐ Tables \_\_\_\_\_
- ☐ Music Stands \_\_\_\_\_
- ☐ Lectern
- ☐ Standing Risers
- ☐ Seated Risers
- ☐ Conductor's Podium
- ☐ Other: \_\_\_\_\_

Pianos:

- ☐ Upright
- ☐ Steinway grand (old)
- ☐ Steinway grand (new; limited availability)
- ☐ 110 Yamaha grand
- ☐ Other: \_\_\_\_\_

Tuning Needs: \_\_\_\_\_

Lighting Needs:

- ☐ Clear Concert Wash ☐ Lectern highlighted
- ☐ Custom: (Please describe) \_\_\_\_\_
- 

For Office Use Only:

Confirmed by: \_\_\_\_\_

Production Coordinator

Date