

Non-MPCS Related External Request for Reservation (Performance Events)

Overall Procedure

Step 1: Submit Form

Submit this completed form
Via: Scan/Email, Mail, or Fax
Attention: Kathleen McCook

* kmccook@mtparanschool.com
* 2250 Stilesboro Road
Kennesaw, GA 30152
* 770.977.9284 (fax)

Step 2: Email Confirmation

Wait for an EMAIL CONFIRMATION
From: Kathleen McCook
A Rental Quote will be included in email.

* Your event is not confirmed until
Step 2 has been completed and you
have accepted the Rental Price Quote*

Step 3: Event Coordination

Steve Henson will be given
confirmed event info from
Kathleen & contact renter.

*Using details from this form &
the Rental Price Quote, a
contract will be drafted and
coordination of event will begin*

Room Requested: Mark the line corresponding to the room requested.

1 st Floor	Capacity	2 nd Floor	Capacity
___ Choral Rehearsal Room (CRR)	100	___ Black Box Theatre (BBT)	120
___ Instrumental Rehearsal Room (IRR)	150	___ Kristi Lynn Theatre (KLT)	+/-200
		___ Dance Studio (DS)	N/A

The managing director reserves the right to assign an alternate location for the event if the requested location or personnel is unavailable or unfeasible.

Contact Information: Please complete all that applies to your specific event.

Request Submitted by:

(company/group name) _____
 (contact name) _____
 (work phone) _____ (cell phone) _____
 (email) _____

Address to use on contract:

(street address) _____
 (city) _____ (state) _____ (zip) _____

Not-for-Profit Organization: _____ (yes or no) **If yes, please attach proof of 501C-3 status to form.**

Event Information: Please complete all that applies to your specific event.

Type of Event: _____

Event Date(s) of Interest: _____ **Event Timeframe of Interest:** _____ a.m./p.m.)

Rehearsal Date(s) of Interest: _____ **Rehearsal Time of Interest:** _____ (a.m./p.m.)

Load-in Date of Interest: _____ **Load-in Time of Interest:** _____ (a.m./p.m.)

Expected Audience Attendance: _____ **Number of Stage Participants:** _____

Additional Information you wish to provide: _____

Initials: _____ (MD) _____ (SEC)

Event Options: Please check all areas that apply to your specific event.

Equipment Requests

- (1) * **Music Stands:** Are you interested in utilizing MAC music stands? yes no
- (2) * **Cello Chairs:** Are you interested in utilizing MAC cello chairs? yes no
- (3) * **Musician Chairs:** Are you interested in utilizing MAC musician chairs? yes no
- (4) * **Platforms:** Are you interested in utilizing MAC platform options? yes no
- (5) * **Acrylic Conductor's Podium:** Are you interested in utilizing MAC acrylic conductor's podium? yes no
- (6) * **Clear-com:** Are you interested in utilizing clear-com for your event? yes no
- (7) * **Two-way radios:** Are you interested in utilizing two-way radios for your event? yes no
- (8) **Two-tiered Conductor's Platform:** Are you interested in utilizing MAC one or two tiered platforms? yes no
- (9) **Wooden Podium:** Are you interested in utilizing MAC cherry wood podium with mic attachment? yes no
- (10) **6' Table (on stage or backstage):** Are you interested in utilizing 1-4 6' tables on or behind stage? yes no
- (11) **Choir Risers:** Are you interested in utilizing 1-7, 4-teired choir risers for your event? yes no
- (12) **Microphones:** Are you interested in utilizing: Wireless Hand Held Lavalier Lapel

* Information for your event.

Music Stands: Wenger-brand, black, lightweight, adjustable height. Stacked in groups of 20 on rolling racks.

Cello Chairs: Wenger-brand, black, shallow seat, high back. Stacked in groups of 15 on rolling racks

Musician Chairs: Wenger-brand, black, standard seat, standard back. Stacked in groups of 15 on rolling racks.

Platform sizes: Wenger-brand (3' x 8' platform sizes, adjustable leg heights: 7", 15", 23" 31", 38")

Acrylic Conductor's Podium: Wenger-brand, adjustable height (Can be used for both conducting and speaking.)

Clear-com: Clear-com is a communication system with headsets and belt-packs for communication during event.

Two-way radios: Walkie-talkies that serve as 2-way communication for backstage/dressing room usage only.

Technical Requests

- Video Recording:** MAC one-camera, unedited, archival video recording (additional fee for DVD copy will apply)
 Professional video recording (USER hires and provides)
 Professional video recording (using MAC preferred videographer)
- Audio Recording:** MAC live, unedited, archival audio recording (additional fee for CD copy will apply)
 MAC professional audio recording + editing (additional fees for process & CD copy will apply)
- Lighting**
- Kristi Lynn Theatre:** "RGB" (Red, Green, Blue) Colorwash, no moving lights (no additional fees apply to rental)
 Custom Lighting Design, moving lights, gobos, haze, Lighting Designer (add'tl fees will apply)
- Black Box Theatre:** Florescent Lighting, for meetings, non-performance, (no additional fees apply to rental)
 Non-color stage lighting, for performances or non-performances (additional fee may apply)

Additional Event Space Requests

- For Kristi Lynn Theatre and Black Box Theatre:** Box Office
- Kristi Lynn Theatre:** Green Room (10 people) Celebrity Dressing Room (4 people)
 Performer's Lounge (20 people) Men's Dressing Room (25 people)
 Women's Dressing Room (25 people) The Rest (no limit)
- Black Box Theatre:** Men's Dressing Room (15 people) Women's Dressing Room (15 people)

Kristi Lynn Theatre Stage (ONLY) Requests:

Do you wish to utilize the following items on the KLT Stage:

- Main Rag Projection Screen/projector Black Scrim (front of stage) Sky-Blue Cyc (back of stage)
- Wooden acoustic shell (right side, left side, top) Non-Wooden acoustic shell (drape legs, normal stage setting)
- Stage floor "as is" (oak wood) Harlequin/Marley floor (additional fee will apply if used)

(1) Do you wish to add any set or back drop to a line-set on stage? _____ (yes/no)

If yes, please explain: _____

Personnel Request

MAC Event Supervisor (Included and non-optional)

Lighting Technician (Included and non-optional)

MAC Technical Director (Included and non-optional)

Audio Technician (Included and non-optional)

MAC Head-Usher (Included and non-optional)

MAC Usher Staff (Take tickets, Passes programs, Shows seats) (Included and non-optional)

- Rigger** (check box if you plan to have anything –including main rag- raised and lowered for your event)
- Spotlight Operator(s)** (check box of you wish to have one or two spotlights operated for your event)
- Stage Manager** (check box if you wish to use MAC personnel as stage manager; if you have one already, please, do no check)

Yamaha/Steinway Instruments Requests:

Additional Questions:

- Yamaha 9' Grand Piano
- Steinway 9' Grand Piano
- Chimes with extended range
- Glockenspiel
- Rosewood Xylophone
- 4-octave vibraphone
- 4.5-octave marimba
- Concert bass drum
- Set of 5 timpani
- 6.5 x 14 maple snare
- 5.5 x 14 copper snare
- 5 concert toms
- 34" tam tam
- 18" Viennese tone cymbals
- 20" Viennese tone cymbals
- 18" Constantinople Suspended cymbal

- (1) **Programs:** Will you be creating programs for your event? _____ (yes/no)
- (2) **Concessions:** If MAC passes on selling concession items, would you be interested in selling? _____ (yes/no)
- (3) **Merchandise:** Do you plan to sell merchandise for your event? _____ (yes/no)
- (4) **Music on stage:** Live CD Both Other
Explain if other: _____
- (5) **Dance Studios:** Any audio/video needs? _____ (yes./no)
- (6) **Classrooms:** Any audio/video needs? _____ (yes/no)
- (7) **Backstage Food:** Any "Kraft Services Table"-type food service needed for backstage? _____ (yes/no)

PLEASE NOTE:

MACF does not supply tickets, a ticketing broker for selling and distributing tickets, or a box office manager. Mount Paran Christian School is a zero tolerance campus; alcohol and smoking are prohibited.

Additional Requests or Questions:

Thank you for your request!