



SUNY Oswego  
 Oswego, NY 13126  
 (315) 312-2130  
 Fax: (315) 312-5642

**Lab Theatre Event Reservation Request Form**

*Please note, this form must be filled out, and approved by the SUNY Oswego Theatre Staff before a reservation is confirmed. Please do not advertise your event, or sign vendor contracts until you have received a confirmation of reservation. Please print and bring the completed form to Cole Sostak, Theatre Venue Coordinator in Tyler 44A. It is highly advised to contact the Theatre Venue Coordinator to confirm the dates you desire are available prior to submitting the form.*

Today's Date: \_\_\_\_\_

Event Date(s) Requested: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Type of Event (Concert, Performance, Etc) \_\_\_\_\_

On-Campus Organization

Off-Campus Organization

**Primary Contact Information**

*The person listed here will be the point person for all conversations prior to the event. They will also be the person responsible for the invoice following the event.*

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Additional Contact Information**

*The person listed here will be included on all conversations prior to the event.*

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Performance Dates and Times**

Date	Time You Arrive	Time Audience Arrives	Performance Time	Anticipated End Time

**Worklight Rehearsal Dates and Times**

Date	Start Time	End Time

**Technical Rehearsal\* Dates and Times**

Date	Start Time	End Time

*\*Please note that technical rehearsals will require additional labor hours.*

**Event Technical Needs – Please check any items you might consider using**

*The Lab Theatre is provided as an empty room with work lights. Any additional support must be scheduled prior to your event. It is important that you provide as much detail as you can in order for us to make certain that we can meet your performance needs.*

**Lighting**

**Light Plot Provided by Client**

*Please provide a light plot at least a month prior to your event. A CAD/Vectorworks file can be provided on request.*

**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 look*

**No Stage Lighting Needed**

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

Please describe any additional lighting needs:

**Audio**

**Microphones Needed**

*Please specify the type and number needed below.*

**Music Playback Needed**

**No Audio Needed**

Please describe any additional audio needs:

**Audiovisual (Projections)**

**Projections Needed**

*Please have projections ready at least one week prior to the event.*

**No Projections Needed**

Please describe any additional audiovisual needs:

**Hanging Stage Goods**

**Masking Legs**

**Cyclorama**

**Full Stage Black**

Please describe any additional hanging needs: (Please also include any goods you are supplying that will need to be hung)

**Stage Furniture**

Lectern

*Please note below if you will need to control any audiovisual equipment from here.*

Chairs

*Please specify number needed below.*

Tables

*Please specify number needed below.*

No Furniture Needed

Please describe any additional stage furniture needs:

**Audience Seating and Configuration**

“Thrust” Seating

“In the Round” Seating

Traditional Theatrical Seating

Seating Risers Needed

Anticipated Audience Attendance \_\_\_\_\_

Please describe any additional seating needs:

**Additional Facility Needs**

Lab Dressing Rooms

Green Room

Laundry Facilities (please note there are additional fees associated with its use)

Use of the Loading Dock (used for loading/unloading equipment only)

Please describe any additional facility needs:

**Box Office**

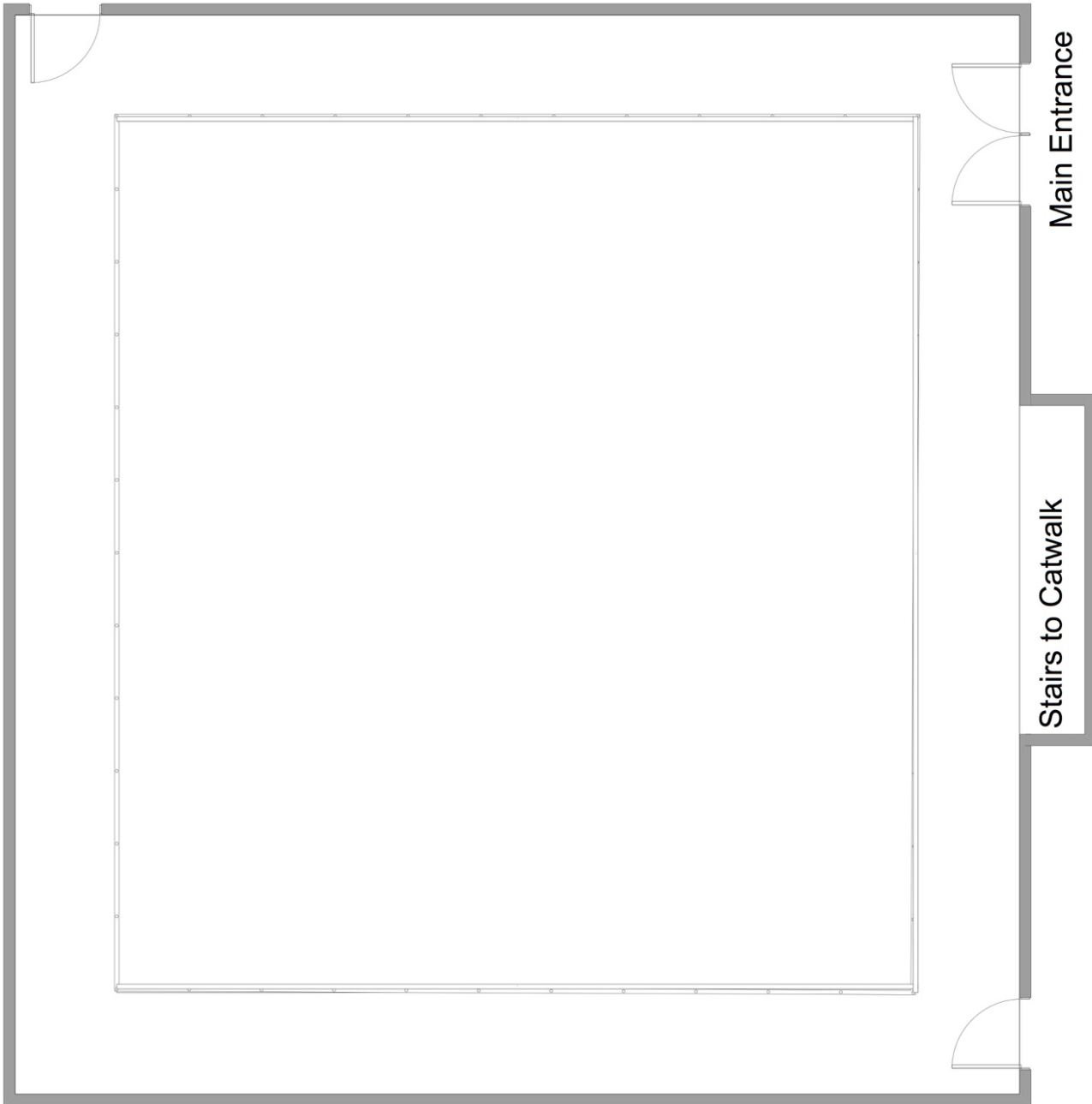
Box Office

*You will need to complete a ticket request form with the Box Office after your request is confirmed.*

Audience Services

*Usher Staff*

Please describe any additional Box Office needs:



Main Entrance

Stairs to Catwalk

Please draw an approximate stage plot for your event.

**Important Notes**

Your organization is responsible for all labor costs associated with the production of your event. This may include: lighting hang, lighting focus, load in, rehearsals, performances, load out, lighting strike, and theatre restoration. The Tyler Lab Theatre is a non-union house employing solely student workers. The current pay rate is \$12.50/hour for a student supervisor, and \$11.50/hour for all other positions.

Each event must have a SUNY Oswego Theatre trained supervisor whenever the client is in the building. Additional positions will be filled under the discretion of the Theatre Venue Coordinator based on the needs of the production. Please also note that all SUNY Oswego Theatre owned equipment must be operated by a SUNY Oswego Theatre trained worker, unless approved in advance by the Theatre Venue Coordinator.

There is no food or drink allowed in either The Theatre or the Dressing Rooms. If you are interested in having a reception in the lobby, or catering in the Green Room, please contact Campus Auxiliary Services after your request has been confirmed.

A billing estimate will be created within two weeks of this request being approved by the SUNY Oswego Theatre Department.

By signing below, you are acknowledging that you have read the entire document, agree to the terms and conditions found within, and completed it to the best of your ability.

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

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*For SUNY Oswego Theatre Use Only*

**SUNY Oswego Theatre Approval Signatures**

\_\_\_\_\_  
Theatre Venue Coordinator

Date \_\_\_\_\_

\_\_\_\_\_  
Electronics Specialist

Date \_\_\_\_\_

\_\_\_\_\_  
Costume Shop Supervisor

Date \_\_\_\_\_

\_\_\_\_\_  
Technical Director

Date \_\_\_\_\_

\_\_\_\_\_  
Theatre Department Chair

Date \_\_\_\_\_