



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

Waterman Theatre 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

Waterman Theatre is provided as an empty stage with house (audience) lighting. 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)

Rear Projections

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

Front Projections

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

No Projections Needed

Please describe any additional audiovisual needs:

Hanging Stage Goods

Main Curtain

Scrim

Cyclorama

Full Stage Black

**Please note that the masking legs are always hung in the theatre. They can, however, be moved depending on the needs of your event.*

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:

Concert Staging

Orchestra Shells

Please specify number needed below.

Choral Risers

Please specify number needed below.

Manufactured Platforms

Please specify number needed below.

No Staging Needed

**These items must be moved in, set up, taken down, and removed by the Tyler Hall custodians. The coordination of this must be pre-arranged with The Theatre Venue Coordinator at least two weeks ahead of your event. Please also draw a basic layout of the staging on the stage plot included at the end of this form.*

Please describe any additional staging needs:

Additional Facility Needs

Main Dressing Rooms

Quick Change Rooms (located USR and USL in Waterman Theatre)

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)

Marley Dance Floor (please note there are additional fees associated with its use)

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:

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 stage restoration. Waterman 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

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 _____