

AUDIO VISUAL EQUIPMENT

- | | |
|--|---|
| <input type="checkbox"/> 16 mm movie projector | <input type="checkbox"/> VCR with TV |
| <input type="checkbox"/> computer w/projector | <input type="checkbox"/> DVD with TV |
| <input type="checkbox"/> carousel projector | <input type="checkbox"/> microphones: no. _____ |
| <input type="checkbox"/> overhead projector | Type: podium _____ long cord _____ |
| | portable _____ |

MISCELLANEOUS

- | | | |
|--|-----------|----------|
| Roadway lights on? | Yes _____ | No _____ |
| Parking gates up? | Yes _____ | No _____ |
| Attached map for sign locations? | Yes _____ | No _____ |
| General cleaning for indicted areas | Yes _____ | No _____ |
| General grooming for surrounding grounds | Yes _____ | No _____ |
| Stakes for signs | Yes _____ | No _____ |
| Food services required? CALL 755-4290 | | |

<u>Office Use</u> maintenance assigned _____ contract mailed _____
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FLOWERS & GREENERY

- 4' large green palms

BANNERS, FLAGS & SEALS

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> American Flag (2) | <input type="checkbox"/> Ohio Flag (2) | <input type="checkbox"/> OSU Flag (1) | <input type="checkbox"/> OSU Banner (1) |
| <input type="checkbox"/> NCSC Podium Banner (1) | | <input type="checkbox"/> NCSC Banner (2) | |

DIAGRAM

Please provide a complete diagram of the room(s) layout. You may attach extra sheets if necessary.

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|--|--|-------------------------------------|
| Layout of stage in its generic format: | height of stage | 10' from floor to bottom of borders |
| | Proscenium opening | 42' 6" |
| | Depth of stage to black traveler track | 16' |
| | Depth of stage | 20' |

Please indicate placement of platforms, lectern, and chairs for standard set-up; any special needs & wheelchair access are available.

**For any special requirements contact: Theatre Manager, Founders Auditorium
 1680 University Drive, Mansfield Ohio, 44906, (419) 755-4297, FAX (419) 755-4367
 Theatre seats 343 – approximately 50 additional seats can be added**

