



# JAMES H. CLARK AUDITORIUM

## Equipment Needs

Please complete and send to:  
 James H. Clark Auditorium  
 Attn: Auditorium Supervisor  
 2300 Prince Street  
 Conway, AR 72034  
 Fax: (501) 450-4890  
 E-mail: [bakerc@conwayschools.net](mailto:bakerc@conwayschools.net)

Organization Name: \_\_\_\_\_

Dates: \_\_\_\_\_

**\*Please Attach a Stage Plot & a Detailed Event Agenda with this form\***

Available	Wireless Microphones	Needed
8	Hand-held	
8	Head-worn*	
5	Ear-worn*	
6	Lapel*	
Available	Corded Microphones	Needed
10	Hand-held	
6	Hanging (Choir)	
4	Boundary	
<i>*Cannot exceed eight (8) total wireless transmitters</i>		
	Monitors	Hot Spots

Deposits required on rentals			
	Baldwin 9' Grand Piano (\$125)		
	Kawai 48" Studio Piano (\$75) <i>(Stays in orchestra pit)</i>		
	Technics SXPR-51 Ensemble (\$50)		
	Piano Tuning (\$85)		
	Video Projector (\$50 per day)		
	Video Screen		
	Computer		PC or Mac?
	DVD Player		CD Player
	Spotlights		Operators

Music Format:	<input type="text"/>
Podium:	<input type="text"/>
Podium with Microphone:	<input type="text"/>
Intercom System for Stage:	<input type="text"/>
Headsets for Intercom:	<input type="text"/>
Music Stands:	<input type="text"/>
Music Stand Lights:	<input type="text"/>
Conductor's Podium:	<input type="text"/>
Dressing Rooms:	<input type="text"/>

Ticket Booth:	<input type="text"/>
Tables On Stage:	<input type="text"/>
Tables Off Stage:	<input type="text"/>
Chairs on Stage:	<input type="text"/>
Tables in Lobby:	<input type="text"/>
Chairs in Lobby:	<input type="text"/>
Choir Risers (4-step):	<input type="text"/>
Music Shell:	<input type="text"/>
Ramp (Beauty Pageants Only):	<input type="text"/>

Notes / Instructions:

Stage Plot Attached

Event Agenda Attached

\_\_\_\_\_ Initial