

KRANNERT CENTER FOR THE PERFORMING ARTS TECHNICAL SET-UP SHEET

*PLEASE SUBMIT THIS SHEET AT LEAST TWO WEEKS PRIOR TO THE EVENT BY CLICKING THE BUTTON TO THE RIGHT. HARD COPIES SHOULD ALSO BE DELIVERED TO INDIVIDUALS LISTED IN THE FOOTER. IF CATERING IS NEEDED, ADD EHENKE@ILLINOIS.EDU TO YOUR EMAIL SUBMISSION *

EVENT NAME:

EVENT DAY, DATE:

EVENT LOCATION:

START TIME:

END TIME:

BOOKER (CONTACT) NAME:

SET-UP COMPLETE BY (TIME):

PHONE & EMAIL:

DOOR UNLOCKED BY (TIME):

INVENTORY REQUESTS

PLEASE PROVIDE QUANTITY OF THE EQUIPMENT AND BE AS PRECISE AS POSSIBLE. ALL EQUIPMENT REQUESTS ARE SUBJECT TO AVAILABILITY. PROJECTION EQUIPMENT IS ALSO SUBJECT TO APPROVAL FROM MEDIA and EVENTS OFFICES. THANK YOU!

FOLDING CHAIRS: (exact amount)	KRANNERT LECTERN:	MUSIC STANDS:
KRANNERT CHAIRS: (exact amount)	EVENTS PROJECTOR:	STAND LIGHTS:
ORCHESTRA CHAIRS: (exact amount)	10 1/2' X 14' SCREEN:	PIANO:
BANQUET TABLES:	INSTA-THEATRE SCREENS:	OTHER:
KRANNERT TABLES:	EASELS:	
TABLE SKIRTED: YES NO	COAT RACKS:	

SET-UP DIAGRAM/DESCRIPTION/SPECIAL REQUESTS

TO REQUEST SIGNAGE FOR YOUR EVENT, PLEASE VISIT <http://hellodave.kcpa.uiuc.edu>, AND CLICK ON "MARKETING SIGN REQUEST". THANK YOU.

SIGNATURE: