



DURHAM ARTS COUNCIL, INC.

120 Morris Street
Durham, NC 27701
919-560-ARTS (2787)
919-560-2704 (fax)
www.durhamarts.org

Return this form when you meet with the Technical Director - 2 weeks prior to event.

**Peoples Security Insurance Theatre
Technical Requirements**

Theatre Operations Manager/Technical Director

Robert Stromberg
(919) 560-2730
rstromberg@durhamarts.org

Facility Manager

Mitchell Vann
(919) 560-2711
mvann@durhamarts.org

Please return this form and any additional information you think would be helpful no later than two weeks before your first day in PSI Theatre to Robert Stromberg or Mitchell Vann, at the address above. Also, don't forget to submit the "Front Dest Information Sheet" no later than six weeks prior to your first performance date.

Company name and Address: _____

Contact Person & Phone #'(s): _____

Please state the dates you will be in PSI Theatre. Please Identify in/out times and purpose (load in/out, rehearsal, performance, etc....) Use a separate sheet if needed. (A technical rehearsal is required to program the light board.)

Lighting Please give a brief description of your lighting needs or include a lighting plot. If you want more than general lighting, we offer a lighting design service at \$25 per hour. Specials, color, or focus changes must be restored at the end of your event.

Staging Please give a brief description of your set or setup and sketch it on the attached floor plan.

Sound Please describe any sound requirements you have, include microphone placement on floor plan.