the CenterStage Equipment and Technical Requirements

User: ______________________________________ Name: ______________________________________

By signing below, the above-named individual attests that s/he is authorized to sign on behalf of the User and that the signature affirms the scope of Equipment and Technical Requirements for the User's CenterStage rental.

Signature: ____________________________________________________ Date:________________________

Check all that apply:

Lighting

______ Need work lights only; stage lighting system not required
______ Standard general lighting
______ Concert lighting (same as general with backlight for music)
______ Color variations
______ Follow spot(s)
______ Request approval for non-RCC lighting design
______ Special requests – specify ________________________________

Sound

______ Microphones _____ # Vocal _____ # Instrumental
______ Cassette tape deck
______ iPod/Computer input
______ CD Player
______ Performers need to hear performance through dressing room speakers
______ Performers need sound/music from speakers onstage or backstage
______ Special requests – specify ________________________________

Audio/Visual

______ DVD Player
______ HD Digital Projector
______ Requests use of RCC laptop computer (MacBook Pro)
______ Computer provided by the user
______ Slide projector(s) (Maximum of two)
______ Video monitor in Room 6

Stage

______ Podium
______ Grand piano
______ Upright piano
______ Musician chairs  # ________ (maximum of 20)
______ Music stands  # ________ (maximum of 27)
______ Folding chairs  # ________ (maximum of 24)
______ Tables ___ # 3’ x 3’ _______ # 3’ x 6’
______ Dance floor (black/gray)
______ Projection screen
______ Fly system needed for hanging drops and/or other scenery
______ Dressing rooms required  # of people: _______ (max 30 per fire code regulations)
______ Extra dressing room required (attach rental request form to submit to facilities booking)
______ Our production includes cigarette smoking.
______ Our production includes a fog machine/hazer.
______ Our production includes special effects (i.e., strobe, chemical reactions)
______ User requests use of open flame in production (attach description of action and materials used to be approved by Fairfax County Fire Marshal)
______ User requests use of staged weapons in production (attach Staged Weapon Application Form)

Reston Community Center Hunters Woods 2310 Colts Neck Road • Reston, VA 20191
Reston Community Center Lake Anne 1609-A Washington Plaza • Reston, VA 20190
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Updated April 2015
Recording Request

1. _____ The User requests permission to videotape performances from the designated position at the rear of the house, which must comply with legal aisle clearances. Equipment and taping personnel are the sole responsibility of the User. Requires request two weeks in advance of performance date.

2. _____ The User requests parents and/or others have permission to videotape rehearsals. Equipment and extension cords for taping must be provided by the User. RCC staff reserve the right to prohibit taping from locations that will interfere with rehearsals and/or safety of participants.
   Date(s) of rehearsal taping: ________________________________

3. _____ The User requests a photo call for flash photography. No movement on stage will be permitted while flash pictures are being taken. The photo call must be included in the Rental Agreement schedule. If the photo call involves special cues, a photo call list with cues must be provided with the script.
   Date of photo call: ________________________________

4. _____ The User requests that the RCC staff make an audio recording of the performance.
   The User must provide the blank disk. RCC staff makes no guarantees as to the quality of the performance recording.

Please remember: If this request is not completed and incorporated in your Rental Agreement, RCC may be unable to provide for any taping or photography of your event. Should unauthorized recording and/or photography occur during a performance, it may constitute grounds for the cessation of the performance. In such event, there shall be no refund or rental fee reduction due to the User.

Theatre Lobby Area Use

_____ Before event
_____ Intermission of event
_____ Following event

# Chairs _____
# Tables ______ 3' x 3' ______ 3' x 6' ______ 2.5' x 8'

Describe use & setup: ____________________________________________________________________________

House Management/Box Office

_____ User requests that RCC provide house manager.
_____ User will provide house ushers. Mandatory training is required. House manager (user provided) to arrive one hour before each performance for training.
_____ User will use RCC Box Office.

_____ General Seating
_____ Reserved Seating
_____ Tickets will be free.
_____ There will be a charge for tickets.

Types & Prices: ________________________________________________________________________________

_____ User will handle own ticket sales or distribution.
Use Questions (Y/N)

1. Do you have a 501-(c)3 nonprofit exemption from the I.R.S.?
2. Will this event be open to the public?
3. Will tickets be sold to this event?
4. Is your staff volunteer?

DEADLINE CHECKLIST (all items to be complete at 30-day meetings)

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Reston Community Center’s CenterStage Technical Policies &amp; Procedures read and understood.</td>
</tr>
<tr>
<td></td>
<td>Contract meeting with Arts &amp; Events Director or representative.</td>
</tr>
<tr>
<td></td>
<td>Storage plan review by RCC.</td>
</tr>
<tr>
<td></td>
<td>Cued script and/or production element program with technical descriptions submitted.</td>
</tr>
<tr>
<td></td>
<td>Promotional copy submitted with complete ticketing information.</td>
</tr>
<tr>
<td></td>
<td>Additional RCC space contracting complete. (Booking of room 6, meeting rooms, kitchen, etc., for event requirements.)</td>
</tr>
<tr>
<td></td>
<td>Orientation and/or training scheduled for volunteers/participants. Ushers trained one hour before each performance.</td>
</tr>
<tr>
<td></td>
<td>Additional check list forms provided if applicable.</td>
</tr>
</tbody>
</table>

Contract Meeting Notes on Technical Requirements: