FACILITY MANAGER REPORT

Form ALP-710

California State University, Los Angeles
College of Arts and Letters – A&L Productions

date : _____
form completed by: _____

Event Title/Name: _____ **EMS Reservation #:** _____

Facilities Used: _____

Audience/Attendance: _____

(please duplicate attendance count on the Crew Report)

Staff In: _____ am/pm
Client In: _____ am/pm
Scheduled Start: _____ am/pm
Actual Start: _____ am/pm
Event End: _____ am/pm
Client Out: _____ am/pm
Strike End: _____ am/pm
Staff Out: _____ am/pm

	Curtain Up		Curtain Down	
Act I:	_____	am/pm |	_____	am/pm
Int. I:	_____	am/pm |	_____	am/pm
Act II:	_____	am/pm |	_____	am/pm
Int. II:	_____	am/pm |	_____	am/pm
Act III:	_____	am/pm |	_____	am/pm

Describe the support that the A&L Productions crew provided.

Describe the event and/or activities of the client. What happened?
How many performers and client support crew participated?
When did specific activities happen?
What was the schedule for the day?

What additional/new requests were made by the client?

If there was an audience, were there any incidents or unusual circumstances? Did anything unexpected or unplanned happen?
Please provide detail.

California State University, Los Angeles
College of Arts and Letters – A&L Productions
5151 State University Drive, CA 90032
Phone 323-343-4133 FAX 323-343-5565
Email: pts@cslanet.calstatela.edu

Facilities Details

☐ State Playhouse
- ☐ stage ☐ auditorium ☐ lobby

☐ Music Hall concert hall
- ☐ stage ☐ auditorium ☐ lobby

☐ Dressing Rooms/Backstage
- ☐ men's ☐ women's ☐ private
- ☐ greenroom ☐ TA134 ☐ other

☐ Dance Studios
- ☐ KH 5105 ☐ KH 5108 ☐ KH 5111
- ☐ KH 5109 ☐ KH 5110 ☐ other

☐ MUS building
- ☐ MUS 101 ☐ MUS 115 ☐ MUS 149
- ☐ MUS 150 ☐ MUS 214 ☐ other

☐ Music Courtyard
☐ Exterior Restrooms

☐ Other facilities: _____
_____
_____

General Support Staging

_____	☐ chairs - musican black	_____	☐ choir risers - 4 step
_____	☐ chairs - rainbow colored	_____	☐ choir risers - 3 step
_____	☐ chairs - folding	_____	☐ choir/band shell
_____	☐ chairs - other		
		_____	☐ _____
_____	☐ tables - 4'-0"	_____	☐ _____
_____	☐ tables - 6'-0"	_____	☐ _____
_____	☐ tables - 8'-0"	_____	☐ _____
_____	☐ tables - other	_____	☐ _____
		_____	☐ _____
_____	☐ music stands	_____	☐ _____
_____	☐ music stand lights	_____	☐ _____
		_____	☐ _____
_____	☐ steeldeck - 4'-0"x8'-0"	_____	☐ _____
_____	☐ steeldeck - other	_____	☐ _____
_____	☐ platforms - other	_____	☐ _____
_____	☐ _____	_____	☐ _____
_____	☐ _____	_____	☐ _____

Stage Curtains

☐ Main Drape
☐ Grand Teaser
☐ Standard Legs/Border Masking
☐ Custom Legs/Border Masking
☐ Mid-stage Traveler
☐ US Traveler
☐ US Black
☐ Cyclorama
☐ Star Drop
☐ Projection Screen: _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

Audio Support

_____	☐ mic stand - boom	_____	☐ microphone SM57
_____	☐ mic stand - stick	_____	☐ microphone SM58
_____	☐ mic stand - table	_____	☐ microphone SM7B
_____	☐ mic stand - other	_____	☐ microphone Beta 52A
		_____	☐ microphone C214
_____	☐ DI box	_____	☐ microphone C414
_____	☐ performance laptop	_____	☐ microphone SE300
		_____	☐ microphone D112
_____	☐ monitors - Yamaha	_____	☐ microphone RE20
_____	☐ monitors - EON	_____	☐ microphone MD421
_____	☐ monitors - other	_____	☐ microphone KMS105
		_____	☐ microphone _____
_____	☐ _____	_____	☐ wireless handheld
_____	☐ _____	_____	☐ wireless lavalier
_____	☐ _____	_____	☐ wireles other
_____	☐ _____	_____	☐ _____
_____	☐ _____	_____	☐ _____
_____	☐ _____	_____	☐ _____

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