

# Book the Auditorium

Please be specific in your request! If you need a powerpoint presentation shown, please send it via email to backstage@sallieb.net at least 48 hours prior to your event date.

\* Indicates required question

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1. Email \*

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2. Event Title/Reason for Request \*

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3. Please enter the date and start time of your event. \*

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*Example: January 7, 2019 11:03 AM*

4. Please enter the end time of your event. \*

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*Example: 8:30 AM*

5. Additional Date & Time Comments.

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6. Please list the sequence/itinerary for your event. \*

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7. What technical needs does this event have? Check all that apply. \*

*Check all that apply.*

- ☐ Work Lights
- ☐ House lights
- ☐ Stage Lighting
- ☐ Pit Lighting
- ☐ Wireless Microphone
- ☐ Wired Microphone
- ☐ Microphone Stand
- ☐ Music
- ☐ Projector
- ☐ Podium
- ☐ Tables (Please indicate amount needed in the additional comments section)
- ☐ Chairs (Please indicate amount needed in the additional comments section)
- ☐ Other: \_\_\_\_\_

8. Additional comments or requests.

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