

FACILITY MANAGER REPORT

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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 UpCurtain DownAct I: _____ am/pm | _____ am/pmInt. I: _____ am/pm | _____ am/pmAct II: _____ am/pm | _____ am/pmInt. II: _____ am/pm | _____ am/pmAct III: _____ am/pm | _____ am/pm

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?

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

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

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

- | | |
|---------------------------------------------------------|------------------------------------------------------|
| _____ <input type="checkbox"/> chairs - musican black | _____ <input type="checkbox"/> choir risers - 4 step |
| _____ <input type="checkbox"/> chairs - rainbow colored | _____ <input type="checkbox"/> choir risers - 3 step |
| _____ <input type="checkbox"/> chairs - folding | _____ <input type="checkbox"/> choir/band shell |
| _____ <input type="checkbox"/> chairs - other | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> tables - 4'-0" | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> tables - 6'-0" | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> tables - 8'-0" | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> tables - other | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> music stands | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> music stand lights | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> steeldeck - 4'-0"x8'-0" | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> steeldeck - other | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> platforms - other | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> _____ |

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

- | | |
|---------------------------------------------------|----------------------------------------------------|
| _____ <input type="checkbox"/> mic stand - boom | _____ <input type="checkbox"/> microphone SM57 |
| _____ <input type="checkbox"/> mic stand - stick | _____ <input type="checkbox"/> microphone SM58 |
| _____ <input type="checkbox"/> mic stand - table | _____ <input type="checkbox"/> microphone SM7B |
| _____ <input type="checkbox"/> mic stand - other | _____ <input type="checkbox"/> microphone Beta 52A |
| _____ <input type="checkbox"/> DI box | _____ <input type="checkbox"/> microphone C214 |
| _____ <input type="checkbox"/> performance laptop | _____ <input type="checkbox"/> microphone C414 |
| _____ <input type="checkbox"/> monitors - Yamaha | _____ <input type="checkbox"/> microphone SE300 |
| _____ <input type="checkbox"/> monitors - EON | _____ <input type="checkbox"/> microphone D112 |
| _____ <input type="checkbox"/> monitors - other | _____ <input type="checkbox"/> microphone RE20 |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> microphone MD421 |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> microphone KMS105 |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> microphone _____ |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> wireless handheld |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> wireless lavalier |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> wireles other |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> _____ |
| _____ <input type="checkbox"/> _____ | _____ <input type="checkbox"/> _____ |