

1. Event Title _____
2. Event Date _____
3. Move-in Time _____
4. Length of Event _____
5. Curtain/Start Time _____
6. Name of Sponsor/Organization _____
7. Contact Phone # _____
8. Contact Email _____
9. Sponsor email if different than above _____
10. Sponsor Mailing Address _____
11. NMSU Index Number (if NMSU entity) _____
12. Small or large concert shell? _____
13. Is Concert lighting needed? _____
14. Is special lighting needed? _____
15. If yes on 14, explain -

16. Will a piano be needed? _____
17. Piano Bench Preference (Puffy/flat) _____
18. Is sound reinforcement needed? _____
19. If yes on 18 explain

-
-
20. Will an audio recording be needed? _____
 21. Live stream needed, yes or no? _____
 22. If Available, will the Green Room be needed? _____
 23. If music stands are needed, how many? _____
 24. If chairs are needed on stage, how many? _____
 25. Will dressing rooms be needed? _____
 26. Please email additional setup chart or tech form to jslee@nmsu.edu