



Set-up date: _____

Dunham Theater Set-up Specifics

Name of Event: _____

Ad Astra Reservation Number: _____

Event Date: ___/___/___ Type of Event: _____

About the Event:

Contact Person: _____ Contact Phone: _____

Contact Email: _____ Expected Attendance: _____

Ticketing (Circle): Yes or no? _____ General Admission or assigned seating? _____

Event Time Details:

Event Load- In? _____ Event Sound Check? _____

Doors open? _____ Event Begin? _____

Intermission? _____ If yes, length? _____

Event End? _____ Load- Out Ends? _____

Event Rehearsal:

Date: _____

Time: _____

Notes: _____

Dressing room needs: Yes or No? If yes, # _____

(Available dressing rooms for Dunham Theater include: Chorus Dressing Rooms 161 / 172 | Principal Dressing Rooms 165 / 175)

Technical Needs (For assistance, contact Morris Center Tech at 281.649.3165.):

Equipment Needs:

Tables - 8ft. banquet #____, 72 in. round (seats 8-10) #____, 60 in. round (seats 6-8) #____, cocktail #____, serpentine #____ | Chairs - #____ (Preference – circle one: black / gray) |

Music stands - #____ | Risers – standing #____, seated platforms #____ | Podium - #____ |

Conductor's step riser? Yes / No

(Did you reserve your equipment in Ad Astra when you requested your event? If not, check with Events to add it / verify the equipment is available. Call: 281.649.3047 | Events set-up services will do their best to provide your preference, but color is not guaranteed.)

To cancel or change a reservation, Submit the [Change/Cancel Event Form](#), found on the Astra Homepage under External Links.

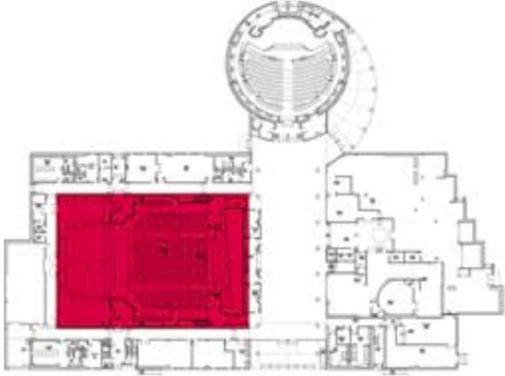
MorrisTech –

Code assigned: _____#

Set-up date: _____

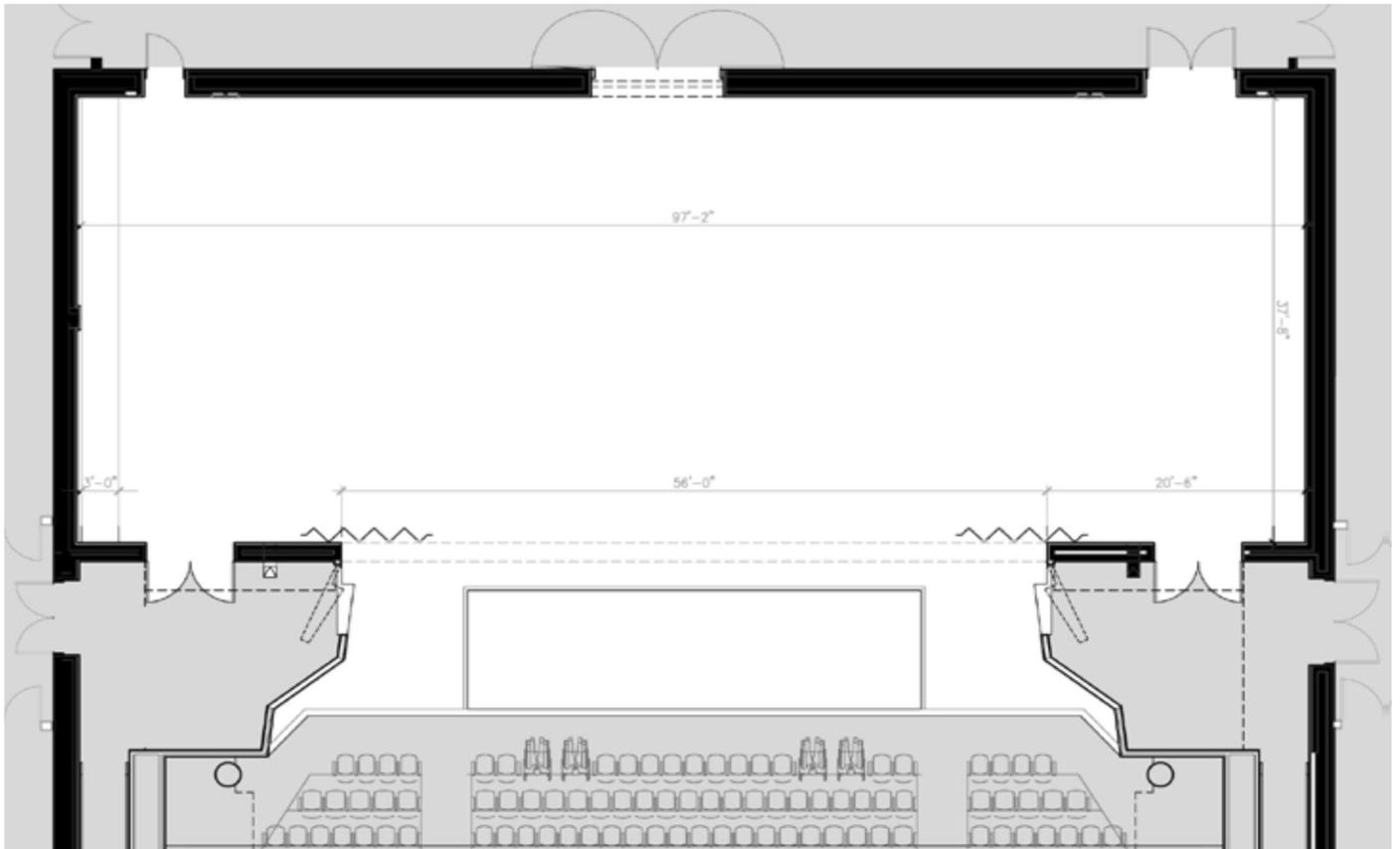
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Is this a weekend event? A fee may apply for custodial services for weekend events. Custodial Services can be reached at 281.649.3373 or 281.649.3374 from 8 a.m.-4 p.m.



Other notes and comments: _____

Please draw on the diagram where equipment will need to be set up.



Office Use Only:

****This form must be received by the Office of University Events & Conferences at least TEN BUSINESS DAYS prior to the event or sooner, otherwise we may be unable to honor your request. You can email the form to eventsintern@hbu.edu or deliver it to the Events office in the Morris Center – 183. The Office of Events & Conferences is open M-F 8am-6pm. We can also be reached at 281.649.3047. ****