

tech checklist

Complete and email to Technical Director at stonese@missouri.edu.
This form is due at least 30 days prior to show date.

Name of Contact Person	
Contact Phone Number	
Event Name	
Event Date	
Event Location	
Rain Site	
Estimated Attendance	
Access To Venue Time (setup time)	
Sound Check Time	
“Doors Time” (when are you letting people in)	
Event Start Time	
Event End Time	
Please give a brief description of your event:	
Do you have any special equipment needs or unique circumstances?	
Portion below to be filled out during meeting with technical director.	
Equipment	
Labor	
Miscellaneous rented equipment	
TOTAL ESTIMATED EXPENSES:	

Upon receipt of this form, I will contact you to set up a meeting about your event. Please call Sarah Stone with questions (573-864-6686).

THE ABOVE INFORMATION HAS BEEN PROOFREAD AND APPROVED BY:

_____ STUDENT ACTIVITIES DIRECTOR

_____ TECHNICAL DIRECTOR

DSA