

Swain Arts Center Facility Reservation Checklist

Event: _____
Date(s): _____ **Time:** _____ **Estimated**
Attendance: _____
Contact: _____
Address: _____
Phone Number: (Home) _____ **(Work)** _____
Email: _____

Custodial Services:

Check Type of Tables:

- 8 ft. Wood grain (5) _____
- 6 ft. White (10+) _____
- 8 ft. White (10+) _____
- Student Desk _____

Number & Location of Tables:

Lobby ____ Stage ____ Orchestra Pit ____
 Lobby ____ Stage ____ Orchestra Pit ____
 Lobby ____ Stage ____ Orchestra Pit ____
 Lobby ____ Stage ____ Orchestra Pit ____

Arrangement of Tables: (Describe or Diagram)

Number of Chairs: (Red folding chairs unless specified otherwise)

- Lobby _____
- Stage _____
- Orchestra Pit _____

Arrangement of Chairs: (Describe or Diagram)

Equipment & Technical Support:

Available in the auditorium: (Check all you will need and indicate number of mics and stands.)

Video or DVD Projector & Screen	_____	
Podium plus Microphone	_____	
Tabletop Lectern	_____	
Speaker Stand	_____	
Hand-held Microphone with Cord (6) (2 with on/off switch)	_____	Number _____
Condenser hand-held Microphone with Cord (4)	_____	Number _____
Microphone Stands (5 Standard)	_____	Number _____
Microphone Stands (6 with boom)	_____	Number _____
Wireless Hand-held Microphone (6)	_____	Number _____ (bring 9-volt batteries)
Wireless Lapel Microphone (6)	_____	Number _____ (bring 9-volt batteries)
Floor Microphone (2)	_____	Number _____
Music Playback	Tape _____ CD _____	
Stage Monitors (4) (2 speaker stands)	_____	Number _____
6' 3" Baldwin Grand Piano	_____	
Headset/Belt Pack Audio Intercom (6)	_____	
Special Stage Lighting (scene changes, etc.)	_____	Describe on back or discuss.
Other (please describe)	_____	

Contact Rachel Lackey, Director, at 828-488-7843 or rlackey@swainmail.org to schedule an event.
Swain Arts Center, located at Swain County High School
1415 Fontana Road, Bryson City, NC 28713