



Orange County Community College

Orange Hall Theater

115 South Street

Middletown, New York 10940

Phone: (845) 341-4720 Fax: (845) 341-4721

Orange Hall Theater Program Information Form

Event Date: _____

Event Date: _____ Day of the Week: _____ Today's Date: _____

Event Name: _____

Sponsor/Coordinator: _____

Contact phone/ ext: _____

Briefly describe the event:

How long is the program? _____

If you are bringing your own equipment, materials, musical instruments, etc.

How long will it take to set up? _____

Are you expecting local media coverage? (Y/N) _____

Do you require a podium with a microphone? (Y/N) _____

Wireless microphones? How many? _____

How many OTHER microphones do you need? _____

Explain any special/technical needs that you anticipate.

Do you need any of these items on stage?

chairs (how many?) _____

☐ tables (how many?) _____

6' long _____

8' long _____

2' square (only one available) _____

Check off the equipment you will need.

Video projector

(We do not supply a laptop)

CD/MD player

Audio cassette player

Electrical extension cords

VCR

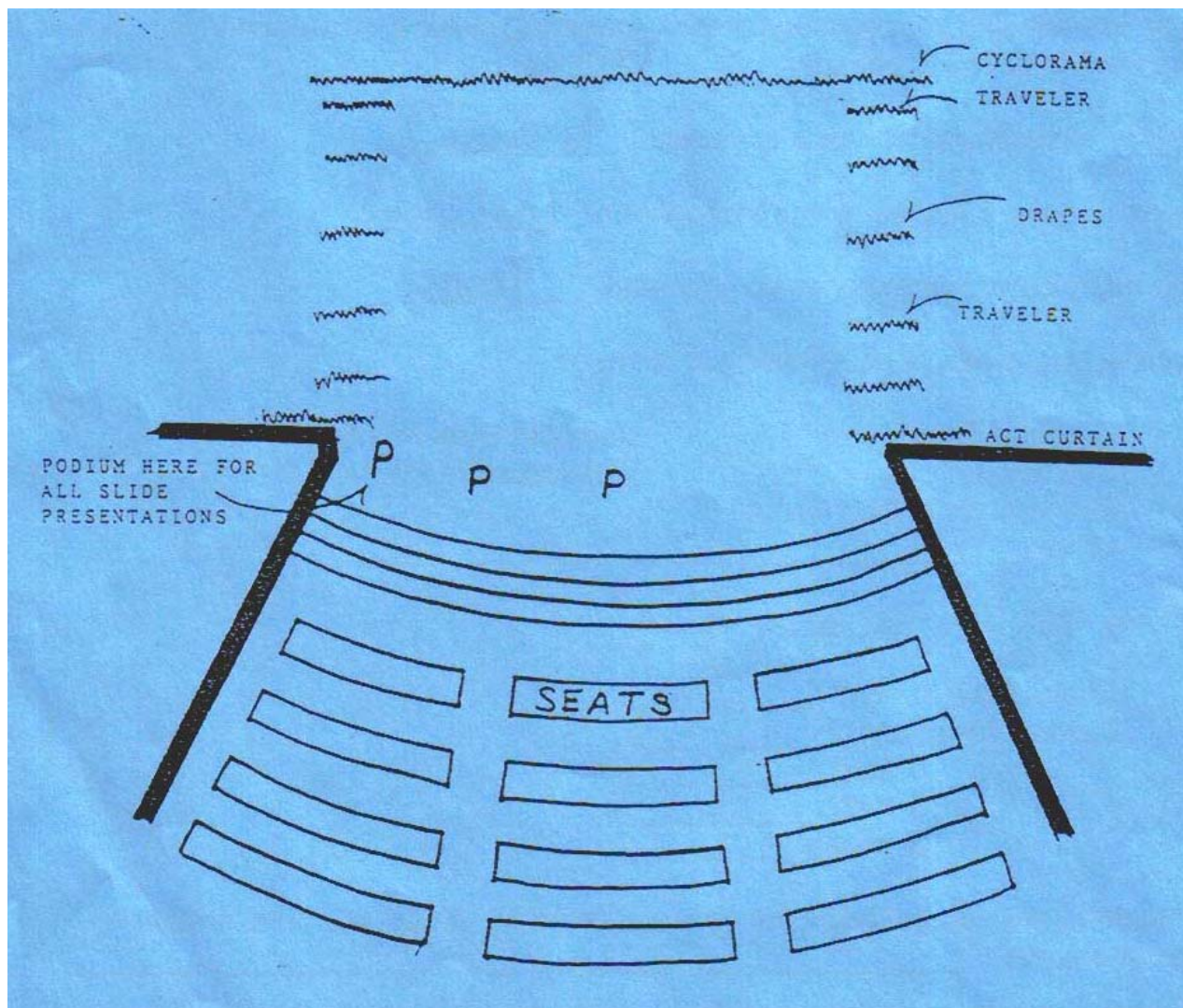
Other:

What items will you set up on stage (scenery; props; banners; furniture; etc?)

Do you require a person(s) backstage to assist during the program? (Y/N) _____

Please indicate any other information that may be helpful to us in accommodating your needs.

You may indicate where you want to locate microphones, tables, chairs, podium, scenery, etc. on the following diagram. (You may need to print and hand mark your details and forward to the CSO)



Any Further Theater Questions Please Contact:
Max Schaefer or Peter Galipeau at (845) 341-4790