



Orange County Community College

115 South Street

Middletown, New York 10940

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

William and Helen Richards Theatre at Orange Hall Program Information Form

EVENT DATE (MM/DD/YY) _____ DAY: Sun Mon Tue Wed Thu Fri Sat

Event Title: _____

Sponsor/Coordinator: _____

Contact phone/ Email: _____

Briefly describe the event:

Check off the equipment you will need below.

Data projector (We do not supply a laptop)

CD/MD player

Electrical extension cords

Podium with Microphone

Wireless Microphone(s)

Lavaliers _____

Handhelds _____

Other: (specify below)

Explain any special/technical needs that you anticipate:

Do you need any of these items on stage?

chairs (how many?) _____

tables (how many?) _____

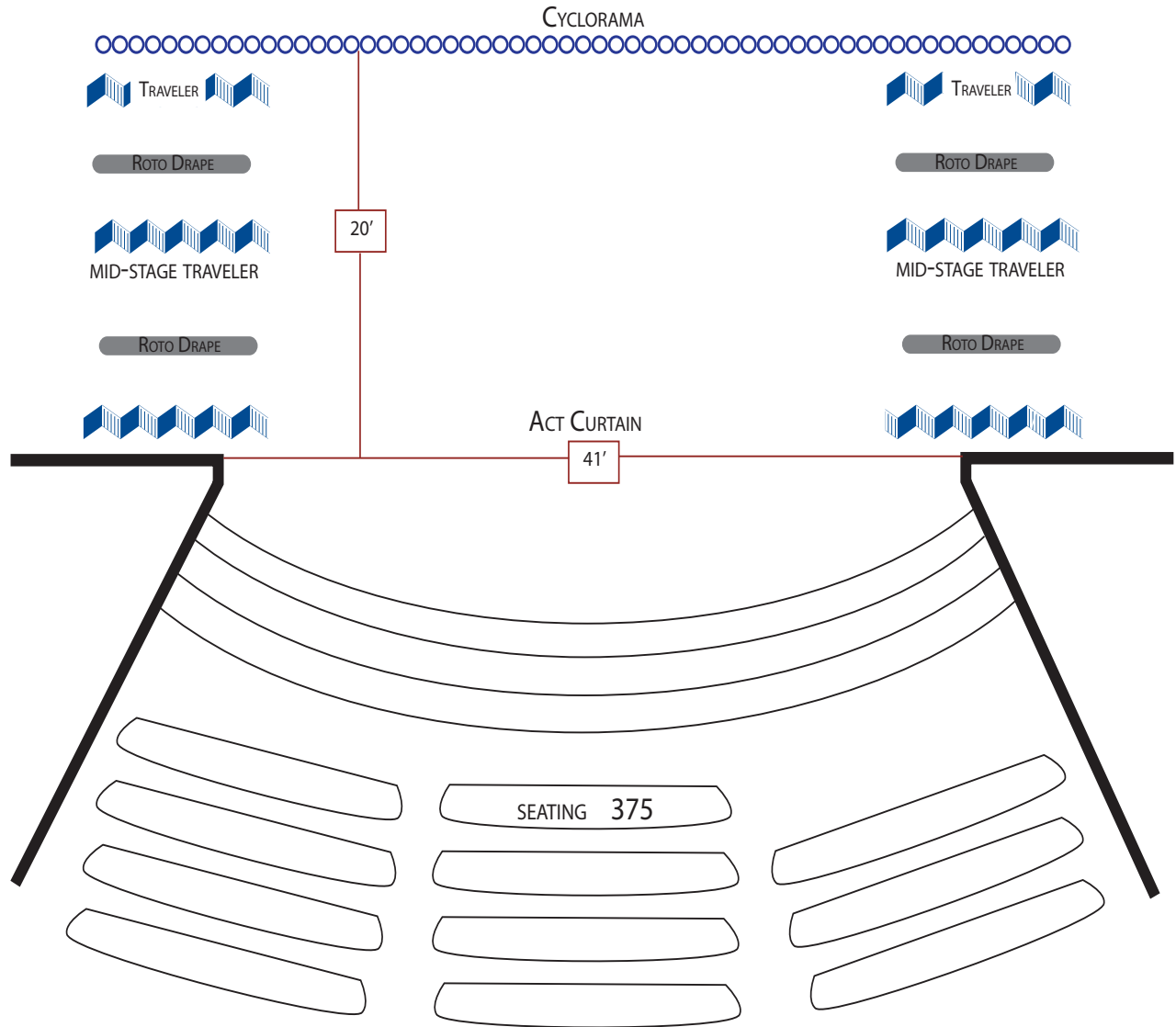
6' long _____

8' long _____

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

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

The Stage Layout below is for reference ONLY. Please see the Technical Theater Packet for exact theater specifications.



If you have technical concerns please contact Peter Galipeau 845-341-4756