

FOWLER CENTER



ARKANSAS STATE UNIVERSITY ■ COLLEGE OF FINE ARTS

Fowler Center Event Set-up Worksheet

201 Olympic Drive

Jonesboro, AR 72401

www.yourfowlercenter.edu

email: fowlercenter@astate.edu

Ph: 870-972-3471

Organization/Event Information

Organization: _____ Attendance Number Expected: _____

Event Title: _____

Description of event: _____

Contact Information

Primary Contact (Dept. Chair or Sponsor)	Secondary/Technical Contact
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Rehearsal and Performance Schedule

Date(s)	Arrival Time	Activity (Rehearsal, Technical, Performance)	Departure Time

Venue Options (Please include room diagram for each room selected)

Riceland Hall	Piano	Podium	8' long tables (How many?) _____
Grand Hall	Choir Risers	Dance Floor	5' round tables (How many?) _____
Drama Theatre	Drum Set	Catering*	Chairs (How many?) _____

This is a non-ticketed event with general admission.

This is a ticketed event with general admission.

This is a ticketed event with reserved seating. ASU Box office will handle ticket sales. Call Box Office at 870-972-2781.

This is a fundraising event with general admission.

This is a fundraising event with ticketed admission.

Technical Needs (Must call to discuss with Technical Director at 870-972-2322)

Audio (more than speaking mic)	PowerPoint / Keynote	Special Lighting
Sound Track / Audio files	Video	Other _____

NOTE: All media (audio, video, presentations) must be submitted one week prior to the event. The Fowler Center cannot service third-party equipment (laptops, etc.)

Technical Needs Description: _____

Additional Usage Requirements

Please return this set-up form at least two weeks before your event.

*All catering must be contracted with Sodexo on-campus dining services. Call 870-972-2059.

Deposit due by: _____ Balance due by: _____ Date received in FC office: _____