

**TECHNICAL MEMO**  
**FLORENCE GOULD HALL**  
**FOR OFFICE**

Client: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Tel#: \_\_\_\_\_  
 Space: \_\_\_\_\_ Date: \_\_\_\_\_ Tech Hours: \_\_\_\_\_  
 Show: \_\_\_\_\_  
 Access Time: \_\_\_\_\_  
 Out Time: \_\_\_\_\_  
 Client Arrival: \_\_\_\_\_

**FOR CLIENT**

On a separate page please outline, in a chronological format, the order of events to take place. Please begin with: "arrival time" and end with "begin breakdown" (note that the arrival time is "access time" and break down must begin in order to comply with the "out time" listed above.)

Do you need access to the freight elevator? Yes  No

**STAGE:**

Please draw a diagram of the stage setup for each piece on the attached floor plans. If it is the same for each piece you need only draw it once.

Number of performers: \_\_\_\_\_  
 Curtain Time: \_\_\_\_\_  
 Running Time: \_\_\_\_\_  
 Intermission: Yes  No  How Long? \_\_\_\_\_ When? \_\_\_\_\_  
 Will you use the piano? Yes  No  (Tuning additional cost)  
 Chairs Yes  No  How many? \_\_\_\_\_  
 Music stands Yes  No  How many? \_\_\_\_\_  
 Stand lights Yes  No  How many? \_\_\_\_\_  
 Acoustic shell Yes  No   
 Stage Extension (adtnl cost) Yes  No  ½ (365 seats)  full (335 seats)   
 Black Traveler (upstage) Yes  No   
 CYC Yes  No   
 Do you have any set pieces? \_\_\_\_\_  
 Do you have any decorations? \_\_\_\_\_  
 Do you have any banners that need to be hung? \_\_\_\_\_ Where? \_\_\_\_\_  
 Do you need any tables on stage? \_\_\_\_\_ How many? \_\_\_\_\_  
 Will there be set changes during the performances or Intermission? Yes  No

**Stage Notes:**

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**SOUND:**

Podium Yes  No

Mics Yes  No  How many? \_\_\_\_\_

Playback Yes  No  CD  DAT  Cassette  MD

Do you want an archival recording?\* Yes  No  CD  DAT  Cassette  MD

Videographer (Are you bringing one?) Yes  No

\* You must provide media for archival recording.

**Sound Notes:**

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**LIGHTS:**

In-House Rep Plot Yes  No

Concert Lighting Yes  No

Providing Plot Yes  No

Specials Yes  No

Follow Spot Yes  No

**Lighting Notes:**

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**FILM/VIDEO:**

Film Yes  No

If yes: 35mm  16mm

Aspect Ratio 1:85  1:66  1:33  scope

Sound format: \_\_\_\_\_

Video VHS  3/4"  DVD  Other  \_\_\_\_\_ (requires rental)\*

Format NTSC  PAL

\* We strongly recommend DVD back ups.

**Other Applications:**

Power Point or computer slide presentation Yes  No

If yes: is there sound in presentation? Yes  No

Slides Yes  No

Overhead Projector Yes  No

**Film/Video Notes:**

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Information listed here is complete as of \_\_\_\_\_(Date). I understand that any additional requests need to be submitted in writing no later than 5 days prior to the event, and that any special requests that are given on the day of the event are not guaranteed.  
\_\_\_\_\_ (Initial by client)

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David J. Dietsch	Technical Director	646.388.6641	<a href="mailto:ddietsch@fiaf.org">ddietsch@fiaf.org</a>
Keith Moore	Assistant Technical Director	646.388.6641	<a href="mailto:kmoore@fiaf.org">kmoore@fiaf.org</a>

French Institute Alliance Francaise  
22 East 60<sup>th</sup> Street  
New York, NY 10022

Florence Gould Hall/Tinker Auditorium  
55 East 59<sup>th</sup> Street  
New York, NY 10022

Fax: 212.935.4119

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