

# CIBC Stage Arrangement Request Short Form (v.2)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Event \_\_\_\_\_  Worship Service  Music Presentation  Other \_\_\_\_\_ Event Director \_\_\_\_\_ Request Date \_\_\_\_\_

**Performance** Date \_\_\_\_\_ Ready Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Sun Mon Tue Wed Thu Fr Sat

**Requestor** \_\_\_\_\_

**Location**  Worship Center  Social Hall  Other/Address \_\_\_\_\_

**Contact** \_\_\_\_\_

**Rehearsals with EST Team**

Location  Other \_\_\_\_\_ Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Sun Mon Tue Wed Thu Fr Sat

Location  Other \_\_\_\_\_ Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Sun Mon Tue Wed Thu Fr Sat

Location  Other \_\_\_\_\_ Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Sun Mon Tue Wed Thu Fr Sat

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Special Instructions** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

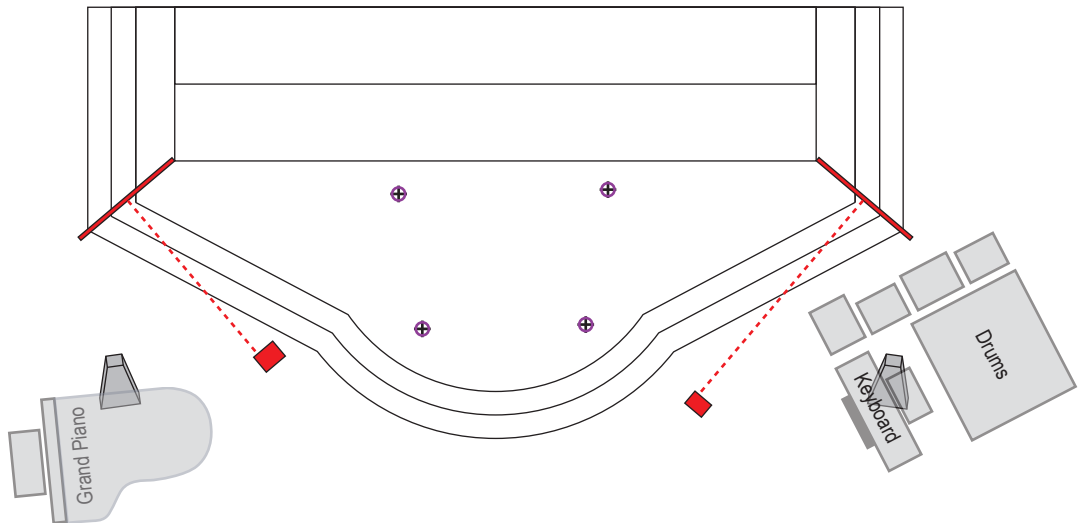
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**Stage Layout**  See other side for larger floor view



**Layout Legend**

- MD Music Director
- V Vocalist
- G Guitarist
- B Bassist
- I Instrumentalist
- S Soloist
- N Narrator
  
- M Mic (only)
- M** Mic & Mic Stand
- Music Stand
- L** Lectern
  
- ⊕** Overhead Mic

Please draw & label furniture and props.