CIBC Stage Arrangement Request Long Form (v.3)

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

Location ❑ Worship Center ❑ Social Hall ❑ Other/Address _____

Rehearsals with ESTTeam
❑ 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

Requestor _____
Contact _____
Phone _____
Email _____

Performers

Director _____ Phone _____ Email _____

Fill in big boxes w/ Qty

	Count	Microphones: Lapel	Microphones: Hanging	Microphones: Hheld	Stands: Mic	Stands: Music	Instr. Stand	Instr. Amp	To PA
❑ **Director**									
❑ **Choir**									
❑ **Vocalists / Narrators**									
❑ **Instrumentalists**									
☐ Pianist									
☐ Keyboardist									
☐ Guitarist-1									
☐ Guitarist-2									
☐ Bassist									
☐ Drummer									

☐ Conductor Platform
☐ Choir Platform

Performer notes

☐ Soundhole Pickup
☐ Soundhole Pickup
☐ Electronic Drums

Video/Audio Presentations

Projectors ❑ Left ❑ Right ❑ Rear

❑ **Audio / Video**
❑ **Audio only**

Use as accompaniment to...
❑ Song ❑ Sermon
❑ Presentation ❑ Drama
❑ Other _____

Media Information
Contact Person _____
Media Delivery Date / Time _____
Media ❑ DVD ❑ CD ❑ USB Drive ❑ Email
Format ❑ PowerPoint ❑ OpenSong ❑ _____
Filename _____

Languages ❑ English ❑ Cantonese

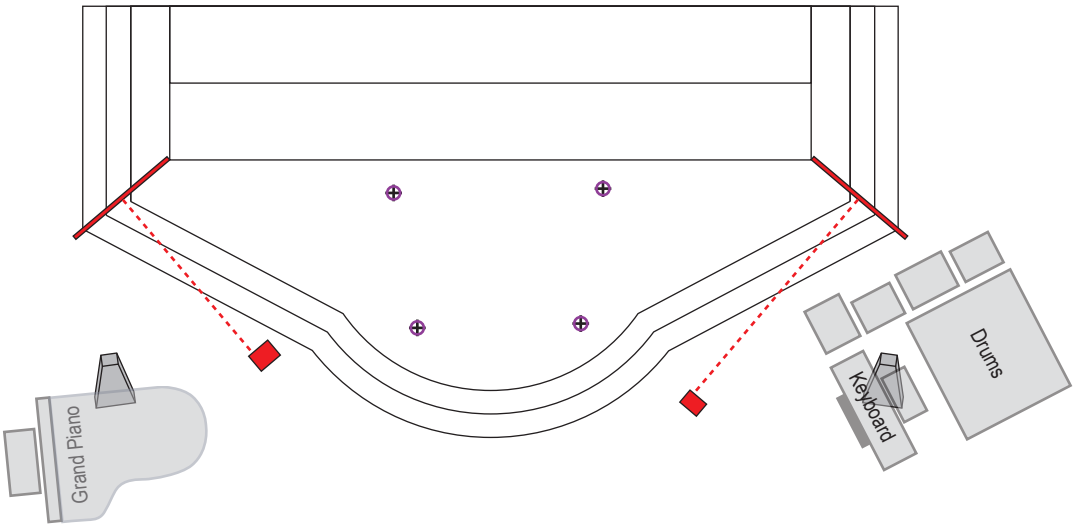
Track Information ❑ Single track/file ❑ Use tracks below
Track _____ Notes _____
Track _____ Notes _____
Track _____ Notes _____
Track _____ Notes _____
Track _____ Notes _____

Props

❑ Remove Lectern ❑ Remove Choir Chairs ❑ Setup Chairs /Stands Other _____

Stage Layout

❑ *See other side for larger floor view*



Please draw & label furniture and props.

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