



KANSAS UNION SHOWCASE EVENT FORM

EVENT _____ EVENT DATE/TIME _____ LOCATION _____

DRESS REHEARSAL DATE/TIME _____ DRESS REHEARSAL LOCATION _____

PRIMARY CONTACT (name, phone, email) _____

OUTSIDE EQUIPMENT BROUGHT IN BY GROUP _____

Performer(s)	Equipment	Staging	Notes
	<input type="checkbox"/> Wireless Handheld (___) <input type="checkbox"/> Wireless Lapel (___) <input type="checkbox"/> Other Mics (___) <input type="checkbox"/> CD Player <input type="checkbox"/> Cassette Player <input type="checkbox"/> Direct Box for Keys/Guitar*	<input type="checkbox"/> Data Projector <input type="checkbox"/> DVD/VHS <input type="checkbox"/> Slide Projector <input type="checkbox"/> Laptop** <input type="checkbox"/> Laptop Sound <input type="checkbox"/> Other _____	<input type="checkbox"/> Podium <input type="checkbox"/> Tables (___) <input type="checkbox"/> Chairs (___) <input type="checkbox"/> Music Stands (___) <input type="checkbox"/> Easels (___) <input type="checkbox"/> Other _____

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*KU Memorial Unions does not provide musical instruments. For instrument rental, we recommend Mass Street Music (785)-843-3535

**Additional charges will apply for the use of the KU Memorial Unions laptop computers.

For additional sound and / or lighting equipment, we recommend StagePro (785)-841-1306 or MSM Systems (785)-830-0556

Please note that any arrangements made with other organizations outside of KU Memorial Unions are the responsibility of the sponsoring student group including, but not limited to, any damages to KU Memorial Unions facilities.



KANSAS UNION SHOWCASE EVENT FORM (continued)

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