



Today's Date:

Equipment Item Request Form

This form is required in order to submit any production request/items **six weeks before event.**

This application serves as a request for equipment only.

Rental fees information is available on the ESB-MACC website: [Emma S. Barrientos Mexican American Cultural Center Rentals](http://www.EmmaS.BarrientosMexicanAmericanCulturalCenterRentals.com) | AustinTexas.gov

Section I: Production Request

Not all equipment is available for each area requested and inventory may be reduced for multiple events. Some restrictions apply for use.

Rentals and Partners should provide their own technicians to set and operate their event. Renters must provide their own Aerial Lift certification or liability insurance.

Refer to Tech Specs document for standard equipment in each performance space.

A. Audio- **Not available for Zocalo rentals.**

Sound System needed? (If yes, complete below. If no, skip section A.)					
	Select	Quantity	Item Description	Notes	
1.			Handheld wireless microphone	2 sets installed in BB and Aud.	2
2.			Lavalier wireless microphone		2
3.			Head worn wireless microphone	Auditorium only	2
4.			Vocal Microphones		7
5.			Instrument Microphones		7
6.			Instrument Input (D.I. Boxes)		2
7.			Gooseneck Mics (desktop mics)		5
8.			Overhead Microphones	Black Box & Auditorium Only	2
9.			Monitor Speakers (Powered Speakers)		4
10.			Laptop Audio Input (1/8" cable)		
11.			Video Clip has Audio		
12.			Intercom system	Black Box & Auditorium Only	
13.			Podium with Mic		2
14.			Sound Tech Assistance needed (to troubleshoot before and during event)		

B. Audio Notes (please provide us with any additional info to help make your event a success)

C. Video- Not available for Zocalo rentals.

Video System needed? (If yes, complete below. If no, skip section C.)					
	Select	Quantity		Notes	Available
1.			Film screening (DVD/BR)		
2.			Power point presentation		
3.			Power point clicker		2
4.			Require laptop (PC)		2
5.			Providing own laptop (PC or Mac)		
6.			32" TV monitor		4
7.			40" TV monitor		2
8.			Video projector		3
9.			Video projector extension arm		2
10.			80" Projector screen		2
11.			Video tech assistance needed (to troubleshoot before and during event)		
12.			Providing own video technician (provide contact info below)		
		12.a	Name		
			Phone number	email	
		12.b	Name		
			Phone number	email	
13.			Providing own video equipment. List equipment in Section D.		

D. Video Notes

E. Lights- Not available for Zocalo rentals.

Stage Light System needed? (If yes, complete below. If no, skip section E.)					
	Select	Quantity		Notes	Available
1.			T-Light stand 8' w/ 5' arm extension		2
2.			Tree Light 7' or 10' w/ 50 pound base	6 Pole base total	6 (7') & 2 (10')
3.			Ellipsoidal light fixture w/19 deg. barrel	All installed	
4.			Ellipsoidal light fixture w/26 deg. barrel	All installed	
5.			Ellipsoidal light fixture w/36 deg. barrel		7
6.			Ellipsoidal light fixture w/ 50 deg. barrel		8
7.			Par Can 64	All installed	
8.			Parnell		5
			Strand SL 575 W. Ellipsoidal light fixture	Aud. Only Twist-lock connectors	4
			ETC Source 4 jr. 575 W. Ellipsoidal Light fixt.	BB only Edison connectors	4
9.			Color Bar		4
10.			Haze Machine		1
11.			Barn door frame 7.5" x 7.5"	Parnell	14
			Barn door frame 10" x 10"	Par Can 64	2
12.			Gobo holder M size	Source Fr. Jr	10
			Gobo holder B size	Strand SL	18
13.			Gel frame 6.25" x 6.25"	Ellipsoidal light fixture	49
			Gel frame 7.5" x 7.5"	Parnell	23
			Gel frame 10" x 10"	Par Can 64	30
14.			Light tech assistance needed (to troubleshoot before and during event)		
15.			Providing own light equipment. List equipment in Section F.		

F. Lighting Notes

G. Stage- Not available for Zocalo rentals.

Stage Set needed? (If yes, complete below. If no, skip section G.)						
	Select	Item Description	Dimensions			Colors
			W	L	H	
1.		Stage Panels 4'x8'				Black Leg sizes: 7 ½", 11 ¼", 12 ½", 23 ½", 31 ½"
2.		Stage Skirts 6'x23'	N/A		23"	Black
3.		Pipe and Drape (8'-12')	N/A			Black <input type="checkbox"/> Blue <input type="checkbox"/> Magenta <input type="checkbox"/>
4.		Masonite Floor Panel 4'x8'			N/A	Black
5.		Marley rolls 5.25' X 31.58'			N/A	Black <input type="checkbox"/> Gray <input type="checkbox"/> (4 rolls available)
6.		Wooden Floor Panel 3'x3'			N/A	Dark Oak

H. Base Equipment- Not available for Zocalo rentals.

Base equipment needed? (If yes, complete below. If no, skip section H.)					
	Select	Quantity		Notes	Available
1.			Rectangular Table 6 x 2.5'		20
2.			Rectangular Table 6' x 1.5'		10
3.			Tall Cocktail Tables 32.5" x 42"		21
4.			Short Cocktail Tables 32.5" x 30"		16
5.			Folding Chair		50
6.			Flip Chart Easels		5
7.			Podium		2
8.			Mobile Room Dividers 5'x6'		2
9.			Mobile Room Dividers 8'x8'		2
10.			Ice Chest		2
11.			Blue Chair	BB only	80
12.			Performance Brown Chairs		8
13.			Wooden Easels		5

I. Stage and Base Equipment Notes

Section V: Extra Notes

J. Other

	Yes	No	
1.			Will you be using special effects? (Haze/smoke machines, strobe lighting, water, etc.)
2.			Will you be audio recording the event?
3.			Will you be video recording the event?

K. Special Request Tech Notes