



4001 Berri St, room 301, Montreal, Quebec H2L4H2 phone: 514 844-3250 lab@oboro.net

## **REQUISITION FORM — PRESENTATION ACTIVITIES**

Produce's name (individual or organization):   Address:	Producer's name (individual or organization):				
City:					
Telephone:				Postal Codo:	
Project Title:					
Project Title: Onsite Project Coordinator: Cell: E-mail: Cehnical Director: Cell: E-mail: Cechnical Director: Cell: E-mail: Cell: E-mail: Cell: E-mail: Cell: Cell: E-mail: Cell: Cell: Cemail: Cell: Cemail: Cell: Cemail: Cell: Cemail: Cell: Cell: Cemail: Cell: Cemail: Cell: Cell: Cemail: Cell: Cemail: Cell: Cemail: Cell: Cell: Cemail: Cell: Cell: Cemail: Cell: Cemail: Cell: Cell: Cemail: Cell: Cell: Cemail: Cell: Cemail: Cell: Cell: Cemail: Cell: Cemail: Cell: Cell: Cemail: Cell: Cemail: Cell: Cemail: Cell: Cell: Cemail: Cell: Cell: Cemail: Cell: Cell: Cemail:					
Onsite Project Coordinator:	Site Web.				
Director:					
Technical Director:	Onsite Project Coordinator:	Cell:	E-mai	l:	
ACTIVITY TYPE    Morkshop   Presentation   Conference   Concert   Networked Event   Performance   Screening   Other:   Reception with cocktails   with foo   Reception with fo	Director:	Cell:	E-mai	l:	
ACTIVITY TYPE    Workshop   Presentation   Conference   Concert   Networked Event   Performance   Screening   Other:   Reception with cocktails   with foo   Miscolains   Speakers: 2 or 4 or 6 or 8   Lighting:   On stage   Audience	Technical Director:	Cell:	E-mai	l:	
ACTIVITY TYPE   Workshop   Presentation   Conference   Concert   Networked Event   Performance   Screening   Other:   Reception with cocktails   with food   With Cocktails   with food   Reception with cocktails   with food   With Cocktails   With food   With Cocktails   With food   With Cocktails   With Cocktai	Accounts Payable:	Cell:	E-mai	l:	
Workshop   Presentation   Conference   Concert   Networked Event   Performance   Screening   Other:   Reception with cocktails   with food   Miscians   Projectors: 1 or 2   Source:   DVD   Computer   Sound:   Computer   Sound Card   CD/DVD   Other:     CD/DVD   Other:		• • • • • • • • • • • • • • • • • • • •	•••••	• • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •
Reception with cocktails   with foot   TECHNICAL REQUIREMENTS   With foot   With solution   Technical Recours   Technical Re		Networked Event Perform	ance Discreening	n ∏Other:	
TECHNICAL REQUIREMENTS   To 2   Source:   DVD   Computer   Sound:   Computer   Sound:   CD/DVD   Other:	Workshop Erresentation Decinicience Decinical Err	vetworked Event			
Projectors: 1 or 2 Source: DVD D Computer Sound: Computer Sound Card DVD D Computer Sound: Computer Sound Card CD/DVD Other:   Source: DVD D Computer Sound: Computer Sound Card CD/DVD D Computer Sound: Card CD/DVD D				•	
Projectors: 1 or 2 Source: DVD D Computer Sound: Computer Sound Card CD/DVD Other:					
Mics   Musicians   Speakers: 2 or 4 or 6 or 8   Lighting:   On stage   Audience					
Documentation:   Video   Photo   Audio   Other equipement:   Tables   Wine glasses   Tablecloths + Napkins   Serving ware   Coffee maker:   12 cups   40 cups				ther:	
For the reception:	_ · · _ · · · · · · · · · · · · · · · ·	• • • • •			
OTHER REDQUIREMENTS  Access to the control room/dressing room	Documentation: ☐ Video ☐ Photo ☐ Audio Other equip	ement:			
Access to the control room/dressing room	For the reception:  Tables  Wine glasses  Tablecloths	s + Napkins 🔲 Serving ware	Coffee maker:	☐ 12 cups	0 cups
EQUIPMENT / ACCESSORIES  Please attach a detailed list of the equipment you plan to bring (including the make and model numbers of the principal devices)  Please attach a diagram detailing the desired installation within the space (i.e. seating arrangements, lighting, position of projections, location of the presenter(s), location of the sound + lighting console, etc.)  INFORMATION CONCERNING THE USE OF THE STUDIOS  Number of people present during the activity:	OTHER REDQUIREMENTS				
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Take-down schedule: from: to: (if the schedule varies, please attach a detailed timetable)s  Traffic levels in and out of Studio 01: Mild Heavy  Noise Levels: Mild Heavy  Admission fee: _ Yes _ No _ if Yes, tickets are available: _ beforehand _ at the door	Rehearsal schedule: from: to: (if the sch	edule varies, please attach a detailed t	metable)		
Traffic levels in and out of Studio 01: Mild	Activity schedule: from: to: (if the schedu	le varies, please attach a detailed time	able)		
Traffic levels in and out of Studio 01: Mild	•	-			
Noise Levels: Mild		•		Mild 🔲 🔲	☐ ☐ Heavv
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	Are latecomers admitted?:				_ <del>_</del>

## **PLEASE NOTE**

- OBORO does not do publicity for events outside it's annual program. You must do your own publicity;
- A minimum of 2 OBORO staff members must be onsite during the event (this necessitates an additional fee, please consult with the Lab Services Coordinator):
- The lab is equipped with an alarm system, however OBORO is not responsible for the security of your equipment or accessories;
- Please note that there is no available storage space prior to or after studio rental;
- Please note that the use of smoke machines is prohibited on the premises.