

# Auditorium Tech Request Form

- This form should be submitted with the facilities request. It needs to be submitted to Melissa Russell at least 3 school days prior to the date of the event.
- No auditorium staff will be in attendance at this event.

Name of event \_\_\_\_\_  
Faculty member in charge \_\_\_\_\_  
Date of event \_\_\_\_\_ Time of event \_\_\_\_\_  
Date of form submission (office use only) \_\_\_\_\_ office staff initials \_\_\_\_\_

### Stage Needs (please check one):

Full Stage \_\_\_\_\_ Half Stage \_\_\_\_\_ Front of Curtain \_\_\_\_\_ Floor \_\_\_\_\_

### Sound Needs:

# of microphones needed \_\_\_\_\_ # of microphone stands needed \_\_\_\_\_

### Lighting Needs: (please check one):

Regular House Lights Only \_\_\_\_\_ Full Stage \_\_\_\_\_ Floor \_\_\_\_\_

AV needs: (please check): I need A Computer \_\_\_\_\_ A Projector \_\_\_\_\_

**Do you need the movie screen down?** \_\_\_\_\_

Indicate, on the picture, where a podium or chairs should be placed if necessary

P= podium placement  
C= chair placement

