

FORM FOR RESERVING SCHS AUDITORIUM

NAME OF SPONSOR/TEACHER _____

NAME OF ORGANIZATION (IF ANY) _____

DATE (S)/TYPE OF EVENT _____

TIME _____

ALL EVENTS REQUIRING STAGE LIGHTS AND SOUND TECH MUST HAVE A TRAINED STUDENT TO OPERATE THE EQUIPMENT. REMEMBER THAT YOU AND/OR YOUR GROUP WILL BE RESPONSIBLE FOR ANY DAMAGE DONE TO AUDITORIUM EQUIPMENT (LOSS OF MICS, ETC). ALSO REMEMBER THAT EQUIPMENT IS VERY LIMITED.

- RATE FOR STAGE/LIGHT WORKERS: \$10 PER HOUR PER STUDENT
- Please circle what workers you will need remembering that our equipment is NEW and very expensive.

Light operator

Sound Operator

Stage manager

- Will you need a microphone?
- Will you need music (source for music?)
- Will you need any rehearsals in the auditorium?
- Is the light/sound person also needed for any rehearsals? (Hours needed)
- Will you need a dressing room and will there be Adult supervision for the dressing room?

THIS FORM MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO EVENT! DON'T EXPECT IT TO BE AVAILABLE JUST BECAUSE YOU DID NOT PREPARE AND SUBMIT A FORM.

SIGNATURE _____

PLEASE LEAVE COMPLETED FORM IN DAVID A. COLLINS MAILBOX. SOME DATES ARE ALREADY BOOKED. PLEASE CHECK WITH ME FIRST BEFORE PLANNING YOUR EVENT.

David A. Collins, Auditorium Manager