

## Ardmore Elementary Set-Up Needs Form

*This form should be filled out preferably one week prior to event. All events taking place in the Lunch Room, shall start before 1:30. Office staff, please add event to SharePoint and Office Calendar.*

*If outside equipment is being used, such as a computer, an equipment test needs to be scheduled prior to event.*

*\*\*\* If event takes place after school hours, you must either supply your own equipment or make an appointment to be trained on the school's equipment.*

*The district "Building Use" form also needs to be filled out.*

(2-5th)

<b>Person in Charge:</b>	Betsy Norton		<b>Event Name:</b>	Welcome Back (Spec. Review) Assembly	
<b>Type of Event:</b> <i>(Circle one)</i>	Staff/School	PTA	<b>Outside Group:</b>	If Outside Group, please be specific:	
<b>Date Needed:</b>	JAN. 6, 2014		<b>Time Needed:</b>	8:00 - 8:30am	
<b>Space(s) needed:</b> <i>(Circle)</i>	Gym	Lunch Room	Stage	Library	Classrooms
<b>Do you need additional chairs/tables set up, and if so, how many?</b>			no		
<b>If you are using the Lunchroom, Stage and/or Gym:</b>					
<b>Does gym wall need to be opened?</b>		no		<b>Does stage wall need to be opened?</b>	
				yes	
<b>Equipment Needed:</b>			Wireless Microphone		
			Wired Microphone		
<b>CD Player</b>	<b>Projector</b>	<b>DVD Player</b>		<b>Computer Projection</b>	<b>Computer Sound out</b>
		<input type="checkbox"/> School's <input type="checkbox"/> Supplying my Own		✓	✓
<b>Speakers:</b>	Gym	Lunchroom	Sound combined in Gym & Lunchroom		
<b>Any additional setup needed and if so, please explain:</b>					

**Contribution:**  Technology/Bruce Fry  Custodial/Clinton & Khai  Front Office  Other \_\_\_\_\_

**Submitted By:** B. Norton  
(Signature)

I have read the above directions