

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 not 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.

Person in Charge:		Karen Greytak		Event Name:		Woodwind Quintet: Peter and the Wolf	
Type of Event: <i>(Circle one)</i>		Staff/School XXXXXXXXXX	PTA	Outside Group:		If Outside Group, please be specific: (Philharmonic Wind Quintet)	
Date Needed:		5/21/2014		Time Needed:		9:00 to 10:30 a.m. (performance 9:15 to ~ 10:15 a.m.)	
Space(s) needed: <i>(Circle)</i>		Gym xxxx	Lunch Room XXXXXXXXXX	Stage xxxx	Library	Classrooms	
Do you need additional chairs/tables set up, and if so, how many? 5 chairs arranged in a semi-circle							
If you are using the Lunchroom, Stage and/or Gym:							
Does gym wall need to be opened?				Does stage wall need to be opened?			
yes				yes			
Equipment Needed:		Wireless Microphone XXXXXXXXXX		Wired Microphone			
CD Player		Projector		DVD Player		Computer Sound out	
				<input type="checkbox"/> School's <input type="checkbox"/> Supplying my Own		Computer Projection	
Speakers:		Gym		Lunchroom		Sound combined in Gym & Lunchroom XXXXXX	
Any additional setup needed and if so, please explain: Performers will need a location to leave their instrument cases and equipment.							

Distribution: Technology/Bruce Fry Custodial/Clinton & Khai Front Office Other _____

Submitted By: _____
(Signature)

I have read the above directions