

AUDITORIUM RENTAL EQUIPMENT REQUEST FORM

PVSchools Community Education Department • www.pvschools.net/facilities
15032 N. 32nd St., Phoenix, AZ 85032 • (602) 449-2204 or (602) 449-2216



Auditorium requested (*Circle One*) HHS NCHS PHS PVHS SMHS Date of Use: _____

Name of organization _____

Contact person's name _____ Cell phone (____) _____

Nature of program (*e.g., Meeting, Theatrical Performance, Dance Recital, etc.*) _____

Number of participants in program (*excluding audience*) _____ Anticipated audience per show _____

Will you have concessions? Yes No If yes, nature of concessions _____

Will you record the program? Yes No (*District does not have the equipment or staff to provide this service*)

Will you provide any technical help? Yes No If Yes, number of helpers _____

Do you have a stage manager? Yes No

Do you want us to provide more than 1 Technician? Yes No (*If less than two Technicians are requested you must have a qualified Technician to run sound. Sound and lights are controlled separately.*)

To know what equipment is available as part of the rental, refer to the Auditorium Handbook available at www.pvschools.net/facilities. Scroll to the bottom of the page and click on "Auditorium Handbook".

Please Indicate the Following Technical Needs

Lighting: Fixed stage lighting (*general on/off*)

Variable stage lighting (*area, color, Special*) Followspot (*Additional staff may be required.*)

If using variable stage lighting, Please Describe _____

Check equipment you request us to provide:

Sound: Microphone(s) 1 2 (*2 Max.*)

Stage monitor(s) (*2 Max.*)

Lectern

Microphone stand(s) 1 2 (*2 Max.*)

Communications system (*4 max.*)

CD player

Piano

Please describe your use of sound _____

Stage rigging: Legs

Borders

Projection screen

Cyclorama

Midstage traveler/Rear traveler

Main drape

Scrim

Will you be flying any scenery? Yes No If Yes, how many battens will you need? _____

Describe any scenery you may be using _____

Will you need any tables or chairs? Yes No

Number of tables 1 2 3 4 5

(*Additional tables are available at additional cost.*)

Number of chairs _____ (*Inventory varies at each site*)

(NOTE: Diagram Set-up on Back)

Please Diagram Your Stage Set-up. Include rigging, Scenery, and Any Special Lighting Needs.

Please Diagram Any Lobby Set-up.