



# AUDITORIUM EQUIPMENT REQUEST FORM

Paradise Valley Unified School District No. 69 • Community Education Department  
15032 North 32nd Street, Phoenix, AZ 85032 • (602) 449-2204/(602) 449-2216



Auditorium Requested (*Circle One*)    HHS    NCHS    PHS    PVHS    SMHS                      Date of Use: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Person's Name \_\_\_\_\_ 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 Want Us to Provide More Than 1 Technician?     Yes     No

To Know What Equipment is Available as Part of the Rental, Refer to the Auditorium Handbook available at [www.pvschools.net/comed](http://www.pvschools.net/comed). Click on "Facility & Field Rentals" and then "Handbooks."

### Please Indicate the Following Technical Needs

Lighting:     Fixed Stage Lighting (*General On/Off*)  
                   Variable Stage Lighting (*Area, Color, Special*)     Followspot

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.*)                       Tape Deck  
                   Microphone Stand(s)     1     2 (*2 Max.*)                       Communications System (*4 max.*)                       Lectern  
                   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

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.**