

# EVENT EQUIPMENT REQUEST

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Name of Person in Charge of Event: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates for Set to be in place: Setup date \_\_\_\_\_ Strike date \_\_\_\_\_

Will Tech assistance be required for this event?  Yes  No

If Tech assistance is not required, who will be responsible for unlocking / disarming and locking up / arming the building? \_\_\_\_\_

**Any individuals who are assisting with your Tech must be on the list of "Certified Auditorium Users".** Training is available. Contact Jim Gradillas at [jgradillas@pvschools.net](mailto:jgradillas@pvschools.net).

## **Special Equipment** *(please check all items needed):*

Podium

Microphone

If you need more than 2 mics you will need to contact the Auditorium Manager Jim Gradillas at [jgradillas@pvschools.net](mailto:jgradillas@pvschools.net).

Microphone Stand

If you need more than 2 mic stands you will need to contact the Auditorium Manager Jim Gradillas at [jgradillas@pvschools.net](mailto:jgradillas@pvschools.net).

CD Player

Auditoriums are CD-compatible only for sound. Please bring your own CD.

Stage Monitor

Intercom System (Clear Com)

Piano

Risers

## **Shell:**

If you need to use the Concert Shell please contact the Auditorium Manager Jim Gradillas at [jgradillas@pvschools.net](mailto:jgradillas@pvschools.net).

## **Lighting:**

If you have requested a Tech he will provide a general wash. If you require more than this you will need to contact the Tech for your event **at least 30 days prior to your event.**

## **Audio-Visual Presentation:**

Please contact the site Media Tech to arrange to check out the necessary equipment for your event.

## **Band:**

For a band presentation please contact the site Band Director to arrange to borrow music stands and chairs.