



EVSC: Bringing Learning to Life

ROOM, LIGHTS AND SOUND/EQUIPMENT REQUEST

Use for all Meetings, Assemblies, Programs or Rehearsals held outside of your own classroom. Use for all outside room requests.

Upon booking the Auditorium, Gym, Cafeteria, Commons or any other room needing lights, sound or other equipment complete this form and return to Andre Thomas at least **FIVE DAYS** prior to the date needed.

Today's Date: 8/1/18

Activity: Teacher Back to School Breakfast/Meeting

Teacher/Sponsor in charge: Dierlam/Cox

Phone: 812-477-1046

Date(s) Needed: 8/6/18

Date

Date

Time: 6:30am - 10:30am

Approximate Number of People:

? 100

Room(s) Needed (Please Check): Dressing Rooms

Auditorium Gym A Gym B Commons Cafeteri

Other Room(s):

Restrooms/Location: Restroom Location

Lights and Sound Needed:

mic, sound system, "happy" music playing :)

Other Equipment Needed:

computer, ability to play a video from an external DVD drive

Other needs/comments: For additional notes, comments, table diagram, etc... Please attach pages as needed.

Need round tables/chairs set up on lower level (to seat 90)
2 - long tables set up on middle section for food

Beginning and ending time Custodian or AV Tech is needed:

Custodial:

Lights/Sound Tech:

NOTE: For school and non-school programs, the custodial staff and the light/sound worker(s) are paid by the sponsoring organization. The sponsoring organization will be billed by the EVSC Business Office.

Admin Approved: YES NO

Name: Jeff Dierlam

CC: Athletic Office
Custodian
Media Center
Principal