

**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:** 5/14/2018      **Activity:** Shoulders Family Lecture Series

**Teacher/Sponsor in charge:** Jeff Dierlam and Gayle Kiesel      **Phone:** Number

**Date(s) Needed:** 4/14/2019      Date      Date      Date      Date

**Time:** Noon – 5:00?      **Approximate Number of People:** 100

**Room(s) Needed (Please Check):**    Dressing    Auditorium    Gym A    Gym B    Commons    Cafeteria  
 Rooms

**Other Room(s):** Rooms      **Restrooms/Location:** By Commons, Auditorium, and Faculty by Cafeteria

**Lights and Sound Needed:** Microphone, sound for music

**Other Equipment Needed:** Projector, screen

**Other needs/comments:** For additional notes, comments, table diagram, etc., please attach pages as needed.      Annual Shoulders Family Lecture sponsored by the Shoulders Family. Times and setup to be determined. Current time is set in the afternoon.

***Beginning and ending time Custodian or AV Tech is needed:***

**Custodial:** Noon – 5 pm, tentative      **Lights/Sound Tech:** Noon – 5 pm, tentative

**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.

<b>Admin Approved:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <b>Name:</b> Dr. Wells, Jeff Dierlam
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CC: Athletic Office  
 Custodian  
 Media Center  
 Principal