

Strafford R-VI Schools
AUDITORIUM RESERVATION

Revised 1/15/16

Please turn this form in to Vicki Tate at least two weeks prior to your event, if at all possible.

Name of person submitting request: _____ Organization: _____

Today's Date: _____ Date of Performance/Event: _____ Time(s): _____
School Performance Evening

Please check the items you need set up for your event, indicating the number of each item you will need:

Microphones: _____ Handheld Wireless
_____ Corded Mics on stands
_____ Mic on Podium
_____ Lapel Mic

Monitor Speakers on Stage: _____ Behind risers (Large, square speakers)
_____ On stage apron (triangular wedges)

Risers: _____ Risers in Choir Formation
_____ Flip Forms in Special Arrangement

Please describe: _____

Piano: _____ **Location:** _____

Movie Screen: _____

Laptop Connection: _____ On-stage connector
_____ Sound booth connector (*This type of connection requires additional Personnel.*)

*My laptop presentation **does** / **does not** (please circle) include sound.*

To play a DVD, you must use a laptop.

Auditorium Personnel: _____ Sound technician
_____ Lighting technician
_____ Spotlight technician
_____ Backstage crew
_____ Sound booth computer presentation technician

Other: _____

*Student personnel are available during fourth hour and for after school events. They **may** be available during other class times by special arrangement.*