

# SCHOOL EVENT EQUIPMENT REQUEST

PVSchools Community Education Department • [www.pvschools.net/facilities](http://www.pvschools.net/facilities)  
15032 N. 32nd St., Phoenix, AZ 85032 • (602) 449-2204 or (602) 449-2216



**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 Nathan Laughlin at [nlaughling@pvschools.net](mailto:nlaughling@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 Nathan Laughlin at [nlaughling@pvschools.net](mailto:nlaughling@pvschools.net).*

Microphone Stand

*If you need more than 2 mic stands you will need to contact the Auditorium Manager Nathan Laughlin at [nlaughling@pvschools.net](mailto:nlaughling@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 Nathan Laughlin at [nlaughling@pvschools.net](mailto:nlaughling@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.