

# Auditorium Tech Request Form

- This form should be submitted with the GPS facilities request. It needs to be submitted to Diane Fasula at least three (3) school days prior to the date of the event.
- No auditorium staff will be in attendance at this event.

Name of event \_\_\_\_\_

Faculty member in charge \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

Date of form submission (office use only) \_\_\_\_\_ office staff initials \_\_\_\_\_

## **Stage Needs** (please check one):

Full Stage ☐ Half Stage ☐ Front of Curtain ☐ Floor ☐

## **Sound Needs:**

# of microphones needed \_\_\_\_\_ # of microphone stands needed \_\_\_\_\_

## **Lighting Needs:** (please check one):

Regular House Lights Only ☐ Full Stage ☐ Floor ☐

**AV needs:** (please check): I need A Computer ☐ A Projector ☐

**Do you need the movie screen down?** \_\_\_\_\_

**Indicate, on the picture, where a podium or chairs should be placed if necessary**

P= podium placement

C= chair placement

