

SCHOOL EVENT EQUIPMENT REQUEST

PVSchools Community Education Department • 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 Adrian Garcia at adgarcia@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 Adrian Garcia at adgarcia@pvschools.net.

Microphone Stand

If you need more than 2 mic stands you will need to contact the Auditorium Manager Adrian Garcia at adgarcia@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 Adrian Garcia at adgarcia@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.

Projectors are not available for Elementary and Middle School groups requesting to use a HS auditorium.