

**GRIFFITH HIGH SCHOOL
GRIFFITH MIDDLE SCHOOL**

Building Prep Order for Athletic, Cafeteria, LGI, Auditorium

*This form is to be completed and returned to the maintenance department prior to every activity.
Scheduled support such as heat/AC, indoor/exterior lights, setup, and custodial cannot be provided without this form.*

Activity: _____

Sponsor: _____

Contact Person: _____

Activity Date: _____

Activity Time: _____
(actual start and end times)

Additional Dates/Times: _____
(set-up, rehearsal, etc.)

Date of Request: _____ **Expected Attendance #:** _____

Please check all that apply:

Varsity Gym	_____	Cafeteria	_____	Auditorium*	_____	LGI	_____
Upper Gym	_____	Kitchen	_____	Lighting	_____	Screen	_____
Baskets raised	_____	Tables	_____	Microphone	_____	Podium	_____
Pool	_____	Chairs	_____	Piano	_____	Flags	_____
Fieldhouse	_____	Restrooms	_____				
Locker rooms	_____						

**Auditorium use requires page 2 of this form*

ATHLETIC DIRECTOR APPROVAL: _____ **Date:** _____
(for athletic facilities)

MAINTENANCE APPROVAL: _____ **Date:** _____
(for all facilities)

AUDITORIUM PREP ORDER, page 2 of 2

Please check all that apply:

FACILITY:

Auditorium _____
 A.V. East _____
 A.V. West _____
 Green Room _____
 Back Stage _____

LIGHTING:

House Lights _____
 Stage Lights _____
 Spot Lights _____

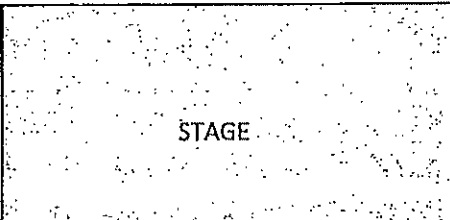
AUDIO:

Hand Mics _____
 # Lapel Mics _____
 Monitor Spkrs _____
 CD/Tape _____

OTHER:

Podium _____
 Tables _____
 Chairs _____
 Screen _____
 Projector _____
 Proj w/audio _____
 Piano _____
 Whl Chr Lift _____

Please draw set-up location of microphones, podium, amps, tables, etc.:

Back stage right	 STAGE	Back stage left
seats	seats	seats
A.V. West seats		A.V. East seats

AUDITORIUM DIRECTOR APPROVAL: _____

Date: _____

check all that should receive copies:

Music Dir. _____	Mtc. Dir. _____
Drama Dir. _____	MS Office _____
Choral Dir. _____	HS Office _____
Set Dir. _____	Bkkpr _____
Sponsor _____	Ahtletics _____
	Other _____