

# EVENT EQUIPMENT REQUEST

(a signed request for Facility Form must be on file)



\_\_\_\_\_  
(Name of Organization)/Name of Person Responsible)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Date/Time equipment needs to be in place by: \_\_\_\_\_

Will event tech assistance be required? [ YES ] [ NO ]

### Audio/Visual\*

- LCD Projector (w/VGA – VGA cable)
- PowerPoint computer
- DVD Player
- VCR Player
- TV
- Internet ( ) wired ( ) wireless
- Portable Projector Screen
- Sound system
  - (larger systems require Sch/Comm support)*
  - ( ) 1 wired microphone w/straight stand
  - ( ) 1/8" input cable for personal device input
  - ( ) CD player
  - ( ) Bluetooth enabled
- Phone line
- Piano
- Portable stage lighting
- Portable Follow-spotlight

### Additional Equipment

- Chairs # \_\_\_\_\_
- Tables # \_\_\_\_\_
- Easel # \_\_\_\_\_
- Table skirt
- Extension Cord
- Pipe & Drape
- Stanchion
- Podium
- Music Stands
- Portable platforms

### Kitchen\*

- trash cans
- access to water
- Ice machine
- Warmer
- Refrigerator
- Ovens

\* - may require school employee on site during event & add'l charge

### **Additional Notes/Comments/Requests**

### **FOR OFFICE USE:**

\_\_\_\_\_  
Site Building Administrator/School Community Office      Date

[ ] Approved [ ] Denied

Comments: \_\_\_\_\_

\_\_\_\_\_ date received by School/Community Office

Contract # assigned \_\_\_\_\_