

Clarinda High School

Auditorium Event Request

For "In District" Use of the Auditorium

**THIS FORM MUST BE SUBMITTED
ONE WEEK PRIOR TO THE DATE OF THE EVENT.**

Event _____ Sponsor/Contact Person _____

Phone _____ Email _____

Date of Event _____ Start Time _____ End Time _____

Rehearsal(s)

Date (s) _____

Start Time(s) _____

End Time(s) _____

Drapes/Use of Space

Apron (in front of red drapes)

Half Stage

Full Stage

Check items needed for the event:

Microphones

Direct Wired _____ (Limit of 4)

Wireless Hand-held _____ (Limit of 3)

Wireless Lavalier _____ (Limit of 3)

Use of Sound System (other than for microphones)

Sound Source:

CD (player is provided)

iPod, Laptop, Personal Device

Need on-stage monitors

Risers _____ (Limit of 6)

Use of Grand Piano

Use of risers, chairs and music stands are the responsibility of Music Directors.

House Lights and General Stage Lighting will be provided.

Any other lighting requests must be submitted one week prior to the event.

Other Requests/Notes

Please instruct students, teachers, and audience members that food and liquids are not allowed in the auditorium.

It is suggested that teachers/sponsors address this as parents/audience members enter the auditorium.

Signed _____ Date _____

Once completed, please copy and send this from to Mr. Alford at the high school.

<p>Student Technicians <i>Assigned by Mr. Alford</i></p> <hr/> <hr/> <hr/> <hr/>
