

SUSQUEHANNOCK HIGH SCHOOL

TECHNOLOGY/EQUIPMENT NEEDS FORM

Complete all sections of this form that relate to your event. If you are requesting use of the High School Auditorium please be sure to complete the **STAGE AND PIT SET-UP INSTRUCTIONS** section on the second page. Return this form along with the **SYCSD Facilities Use Request Form** to the high school office for approval. **PLEASE SUBMIT REQUEST IN ONE-MONTH PRIOR TO EVENT DATE.** *A fee may be charged, depending on requirements.*

Performance/Activity _____

Contact: _____ Phone: _____ Date _____

Street: _____

City/State/Zip: _____

BILLING INFORMATION

Organization (if applicable): _____

Name: _____ Phone _____

Street: _____

City/State/Zip: _____

SET-UP INFORMATION

Set-up Date: _____ Set-up Time: _____ Activity Date(s): _____ Time Over: _____

LOCATION: Cafeteria Auditorium Room _____

TECHNOLOGY / EQUIPMENT REQUIRED

SOUND SYSTEM: Operated at Stage Rack System Operated at Sound Booth (qualified individual required)

MICROPHONES: Wireless - # needed _____ Handheld - # needed _____

Stands - # needed _____

LIGHTING: One Setting House Lights Operated at Projection Booth (qualified individual required)

AUDIO-VISUAL: Audio LCD Projector DVD/VCR

(dependent on availability)

Camera Movie Screen Overhead

TV Other _____

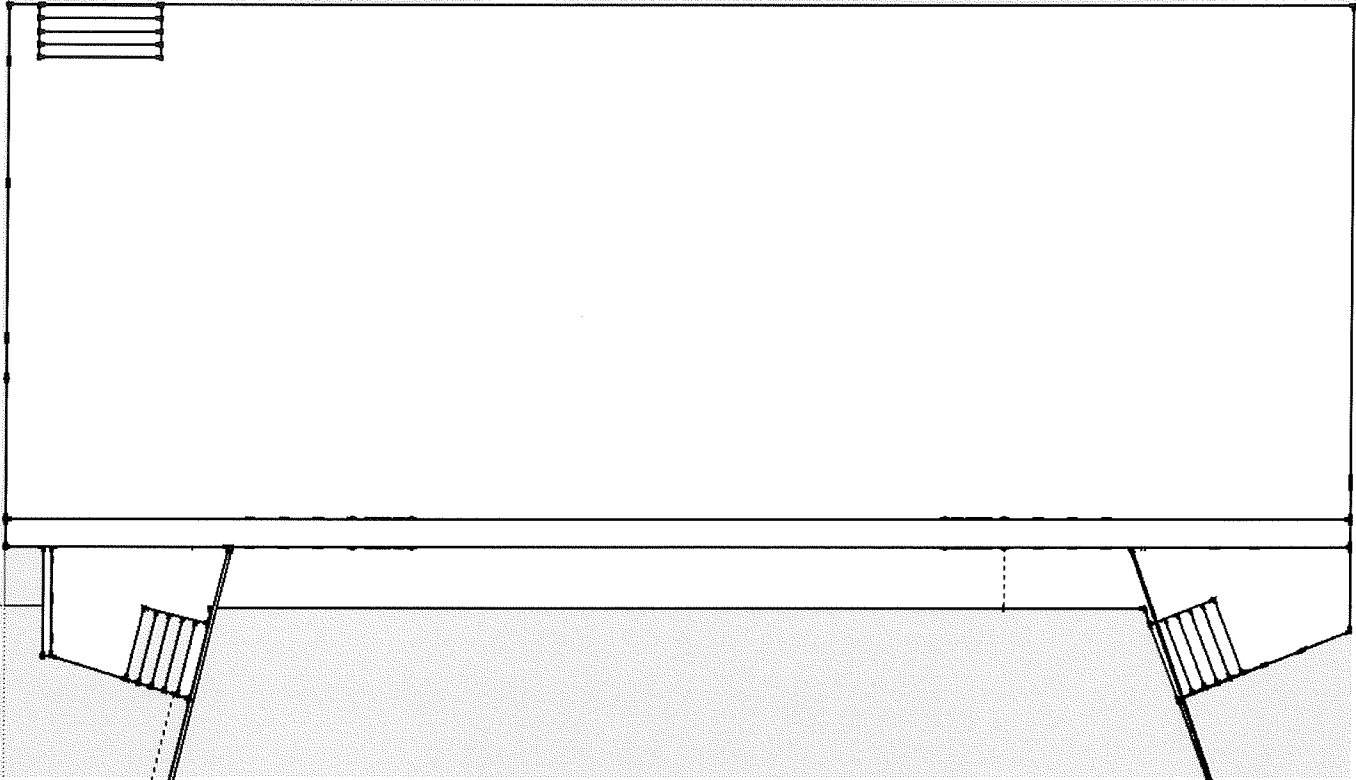
TECHNOLOGY: Computer Internet Laptop Printer

(dependent on availability)

Scanner Other _____

AUDITORIUM STAGE AND PIT SET-UP INSTRUCTIONS (provide detailed sketch)

Include Acoustical Shells, Risers, Tables, Chairs, Podium, microphones, audio-visual, technology, lobby set-up etc.



Set-Up Instructions/Comments:

Blank space for set-up instructions and comments.

Approved By: _____ Date: _____

SHS Assistant Principal

FOR OFFICE USE ONLY:

- COPY TO:**
- Help Desk
 - HS Day Custodian
 - HS Evening/Weekend Custodian
 - HVAC Mechanic
 - Technology Department

Notes:

Blank space for notes.