



Reynolds High School Arts Building Facility Request

Please complete this form, and return to Sydney Thiessen, the Fine & Performing Arts Coordinator. An in-person meeting may be required to determine scheduling and technical needs.

Group Name: _____ Today's Date: _____

Event Name: _____

Number of Participants: _____ Audience Size Expected: _____

Contact Information

Requestor Name: _____ RSD Phone Extension: _____

Email: _____ Cell/Day of Phone: _____

RSD Administrator at Event: _____

Event Schedule (check Master calendar prior to submitting request, <http://reynoldssd7.tandem.co/>)

Rehearsal Times

Date(s) of Rehearsal _____

Day(s) of Week _____

Arrival/Set Up _____

Rehearsal Starts _____

Rehearsal Ends _____

Departure _____

Event Times (all fields required)

Date(s) of Event _____

Day(s) of Week _____

Arrival/Set Up _____

House Opens _____

Event Starts _____

Event Ends _____

Clean Up Ends _____

Event Technical Requirements (if unsure, we can discuss)

Rooms:

- Lobby
- Auditorium
- Black Box
- Makeup Room
- Choir Room
- Box Office
- Concessions Stand
- Other: _____

Sound:

- # of Wireless Handheld Mics (up to 5) _____
- # of Wired Mics (up to 5) _____
- # of Regular Mic Stands _____
- # of Piano/Guitar Mic Stands _____
- # of Gooseneck Mic Stands _____
- Monitors? Sides of stage or Front of stage
- Audio Playback? CD Files (YouTube not accepted)
- Onstage Aux (self-run) Mid-House Aux (self-run)

A/V:

- Projector for Visuals
- Presentation has Audio
- Bring a device and any dongle your playback device may need.
- We have VGA, HDMI, and aux cables.

Curtains:

- Green Grand Drape
- Black Masking Legs
- Black Midstage Traveler
- Black Upstage Traveler
- White Cyc

Lights:

- Standard Wash Stage Lighting
- Special Lighting (discuss in person and/or include instructions)
- House Lighting during performance: Out, Half, Full

Other:

- Mid-House Configuration
- Upright Piano
- Grand Piano
- Acoustic Clouds
- Conducting Podium
- Double-Wide Music Stand
- Extension cord(s)

- # of Music Stands _____
- # of Black Chairs _____
- # of Risers (up to 8) _____
- # of 6' Rectangle Tables (up to 7) _____
- # of Round Tables (up to 6) _____
- # of Speaking Lecterns (up to 2) _____
- # of Lobby Chairs _____
- # of Front/ Back rows roped off _____

Please include additional requirements when you return this form. Attach a diagram for specific layouts.

Office Use Only

Event Approved Event Denied Added to Master Calendar

Copy sent to: Requestor Arts Custodian Head Custodian Arts Coordinator Other: _____

Date Received: _____ Reviewed by: _____

Signature: _____ Date: _____