

AUDITORIUM or LITTLE THEATER USE REQUEST

(Attach to Building Use Form)

School: _____ Circle Area(s) Requested: Auditorium Little Theater Dressing Rooms

Your/Organization Name: _____ Today's Date: _____

Date(s) of Use: _____ Time(s) of Use: _____

Technical Needs

It is very important that you outline all of your technical needs for your scheduled event. This MUST be done at least ten (10) school days in advance of your event. Your technical needs may impact the technical needs of other events scheduled in the auditorium prior to and/or after your event.

Please answer all of the following questions:

1. Do you need to be on the stage?YES..... NO

If yes, how much space? _____

2. Do you need the Acoustical Shell to be in place? ...YES..... NO

3. Do you need an upright piano or grand piano?YES..... NO If yes, which one? _____

4. Do you need risers?YES..... NO If yes, how many? _____

If so, how many? _____

5. Do you need the projection screen?YES..... NO

If yes, what are you projecting? _____

6. Do you need any microphones?YES..... NO If yes, how many of each type?

_____ Wired _____ Hanging Stage Other, Describe: _____

_____ Wireless Hand- Held _____ Instrument _____

_____ Wireless Lapel _____ Floor _____

7. Do you need a Lectern (Podium)?YES..... NO

If yes, where? _____

8. Do you need any special lighting on the stage?YES..... NO

If yes, explain. _____

9. Do you need any special lighting in the pit area? ...YES..... NO

If yes, explain. _____

10. How many people will be attending this event? _____

11. Please explain any other technical needs that you may have. Use the back of this page if needed.

AUDITORIUM/COMMON AREAS MANAGERS (Auditorium, Cafeteria/Commons, Media Center, etc.)

Memorial High School: Dominic Domeyer, 715-852-6594 North High School: Cole Pankratz, 715-852-6778

DeLong Middle School: Don Wojahn, 715-852-4909 Northstar Middle School: Cindy Shannon, 715-852-5113

South Middle School: Jeff Bowe, 715, 5297