



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: _____