

ROSEAU HIGH SCHOOL
FACILITIES WORKORDER

Date Filed: _____

Filed By: _____

Activity: _____ Day: _____ Date: _____ Start: _____

Facilities Needed: _____ End: _____

Brief Description of Activity: _____

Contact Person: _____ Home Phone: (____) _____

Address: _____ Bus. Phone: (____) _____

Sketch of Areas Needed:

SET-UP TASKS - CIRCLED NUMBERS BELOW

- | | | |
|-----------------------------------|--|--|
| 1. Bleachers Down | 16. Chairs on Stage - No. _____ | 31. Benches |
| 2. Score Table | 17. Chairs on Floors - No. _____ | 32. Tables |
| 3. Game Mic. - P.A. | 18. Piano - No. _____ | 33. Cafeteria Tables |
| 4. Open Balcony | 19. Band Shell | 34. Banquet Setting-Cafe |
| 5. Score Board | 20. Podium | 35. Hd. Table-East Side |
| 6. Roll Up Baskets | 21. Lecturn | 36. Hd. Table-South Side |
| 7. Lights On | 22. Risers - No. _____ Stage/No. _____ Floor _____ | 37. Table & Chairs for
_____ Guests |
| 8. Main Curtains Closed | 23. Auditorium P.A. | 38. No. _____ at Head Table |
| 9. All Exits Open _____ (Specify) | 24. Mic. Location (s)
No. _____ Stage/No. _____ Floor _____ | 39. Kitchen to be used
Open at: _____ |
| 10. Secure Hallways | 25. Spotlights | 40. Cafeteria P.A. No. Mics _____ |
| 11. Ticket Booths | 26. Movie Screen | 42. Overhead Projector |
| 12. Ash Cans/Smoking | 27. Fans | 43. Filmstrip Projector |
| 13. Trash Baskets | 28. Flats | 44. Opaque Projector |
| 14. Lock W. Half
Lobby Entry | 29. Stage Lighting System | 45. Slide Projector |
| 15. Black Stage Curtains Pulled | 30. Tape Recorder 16/mm to P.A. | 46. Portable P.A. |
| | | 47. OTHER: |

COPY DISTRIBUTIONS:

H. S. Principal Audio/Vis. Dir.
Ass't. Principal Contact Person
Tchr. in Areas involved (List Them):

Athletic Dir.
Hd. Custodian