

Western Beaver School District Auditorium Request Form

This form should be filled out by the faculty sponsor or group supervisor IN ADDITION TO the facility request form and submitted to the Auditorium Stage Manager (Andrea Capehart or Katie Katkich) a minimum of 14 days prior to the date(s) requested.

Title of Event:	
Name of Contact:	Date Submitted:
Type of Event (circle): Speaker Dance Music Theatre Other (please specify):	
Set-Up Time:	Tear-Down Time: Doors Open:
Performance Start Time:	Performance End Time:
Estimated Attendance:	
Date/Time of Rehearsal:	
If your event requires several dates for rehearsal, please provide a calendar.	

When the auditorium is being used, student technicians are generally required for lighting and use of the stage flies and curtains. Audio and lighting requests will be set up prior to the dates noted above. Stage requests will be made available however, it is the responsibility of the group or organization requesting auditorium usage to set these as needed.

Please checkmark the following needs:

Facility Request <input type="checkbox"/> Auditorium <input type="checkbox"/> Lobby <input type="checkbox"/> Dressing/Makeup Room	Stage Request <input type="checkbox"/> Podium <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Music Stands <input type="checkbox"/> Projector <input type="checkbox"/> Projector Screen <input type="checkbox"/> Risers
Audio Request <input type="checkbox"/> Microphones (number _____) <input type="checkbox"/> Mic Stands (number _____) <input type="checkbox"/> Stage Monitor Speakers	Lighting Request <input type="checkbox"/> Spotlight <input type="checkbox"/> House Lights <input type="checkbox"/> Stage Lights Please describe/specify needs below:

NOTE: The auditorium does not have a laptop. If you would like to run any type of computer driven visual/audio, you will need to arrange to bring one yourself.