

REQUEST FOR USE OF DISTRICT AUDITORIUM

Please complete this form and electronically submit to:

Lori McAllister
Music Department
Troy Middle School
1976 Burdett Avenue
Troy, NY 12180
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518-328-5376

Day/Date Needed: _____
Time of Event: (start) _____ (end) _____
Doors Open at: _____
Contact Person: _____
Email Address _____
Phone: _____

Group: _____ Purpose of Meeting or Activity _____
Set-up time required before event: _____ Break-down time required after event: _____
Number expected in audience: _____ Number of supervising adults: _____
(Recommendation for outside groups, 1 per every 10 students)

Areas to be used for performance/presentation (circle all that apply):

Pit Area (audience level) Stage Apron (in front of main curtain) Main Stage Area (behind proscenium)

Sound & Technology Requirements (please check all that apply)

_____ CD Player
_____ LCD Projector
 _____ Projection screen
_____ Computer hook-up to LCD Projector (Mac or Windows)
_____ Microphones – The total number of microphones can not exceed 2.
_____ Microphone location: _____ Pit Area, _____ Stage Apron, _____ Main Stage
_____ DVD Player
_____ Computer hook-up to sound

Other Equipment/Set-up (please check all that apply)

_____ Podium Location: _____ Pit Area _____ Stage Apron _____ Main Stage Area
_____ Tables, # needed _____ Location: _____ Pit Area _____ Stage Apron _____ Main Stage Area
_____ Tables in the Lobby, # needed _____
_____ Choral Risers
_____ Other

APPROVED: _____
Lori McAllister, Music Dept.

FOR OFFICE USE: Date Received: _____ Date Approved _____ Date Distributed _____
_____ Maintenance _____ Tech. Dept. _____ Teacher/Class _____ Custodial Staff _____ Sound Engineer