Ardmore Elementary
Set-Up Needs Form

This form should be filled out preferably one week prior to event. All events taking place in the Lunch Room, shall start before 1:30. Office staff, please add event to SharePoint and Office Calendar.

If outside equipment is being used, such as a computer, an equipment test needs to be scheduled prior to event.

****** If event takes place after school hours, you must either supply your own equipment or make an appointment to be trained on the school's equipment.*

The district "Building Use" form also needs to be filled out.

Person in Charge:			Event Name:	*K-1 Welcome back assembly - Review Exper.*
Type of Event: (Circle one)	Staff/School	(PTA)	Outside Group:	If Outside Group, please be specific:
Date Needed:	JAn. 6, 2014		Time Needed:	9:30 - 10 am
Space(s) needed: (Circle)	Gym	(Lunch Room) (Stage)	Library	Classrooms
Do you need additional chairs/tables set up, and if so, how many?			no	

If you are using the Lunchroom, Stage and/or Gym:

...es gym wall need to be opened?	no	Does stage wall need to be opened?	yes
Equipment Needed:	(Wireless Microphone)		Wired Microphone

CD Player	Projector	DVD Player ☐ School's ☐ Supplying my Own	(Computer Projection)	(Computer Sound out)
Speakers: Gym	(Lunchroom)	Sound combined in Gym & Lunchroom		

Any additional setup needed and if so, please explain:

...ribution: ☐ Technology/Bruce Fry ☐ Custodial/Clinton & Khai ☐ Front Office ☐ Other _____

Submitted By: _Betsy Nolte_
(Signature)

☐ I have read the above directions