

## 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 not 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.*

<b>Person in Charge:</b>	Misty Dampier		<b>Event Name:</b>	PTSA Math Night	
<b>Type of Event:</b> <small>(Circle one)</small>	Staff/School	<input checked="" type="radio"/> PTA	<b>Outside Group:</b>	If Outside Group, please be specific:	
<b>Date Needed:</b>	Jan 10, 2014		<b>Time Needed:</b>	5pm. Door unlocked for Facilitator.	
<b>Space(s) needed:</b> <small>(Circle)</small>	<input checked="" type="radio"/> Gym	<input checked="" type="radio"/> Lunch Room	<input checked="" type="radio"/> Stage	Library	Classrooms
<b>Do you need additional chairs/tables set up, and if so, how many?</b>			need 6 rectangle tables total (Clint has 3)		
If you are using the Lunchroom, Stage and/or Gym:			(see bottom)		
<b>Does gym wall need to be opened?</b>		<b>Does stage wall need to be opened?</b>			
yes		no. Need screen down			
<b>Equipment Needed:</b>	Wireless Microphone		Wired Microphone		
	yes				
<b>CD Player</b>	<b>Projector</b>	<b>DVD Player</b>		<b>Computer Projection</b>	<b>Computer Sound out</b>
	need to project handouts onto screen	<input type="checkbox"/> School's <input type="checkbox"/> Supplying my Own			
<b>Speakers:</b>	Gym	Lunchroom	<b>Sound combined in Gym &amp; Lunchroom</b>		
	yes	yes	yes		
<b>Any additional setup needed and if so, please explain:</b>					
need cafeteria tables around perimeter (6 or 8) and 6 rectangle tables in center. Facilitator requests a "document camera or overhead projector" to show her handouts on stage screen.					

Distribution:  Technology/Bruce Fry  Custodial/Clinton & Khai  Front Office  Other \_\_\_\_\_

Submitted By: *[Signature]*  
(Signature)

I have read the above directions