

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:	<i>Sally Fouche'</i>		Event Name:	<i>5th Grade Parent to Parent Job Night for International & Big Picture</i>	
Type of Event: <i>(Circle one)</i>	Staff/School	PTA	Outside Group:	<i>If Outside Group, please be specific: International School</i>	
Date Needed:	<i>Thu Jan 7th</i>		Time Needed:	<i>5:00 - 7:30</i>	
Space(s) needed: <i>(Circle)</i>	Gym	Lunch Room	Stage	<i>Library</i>	Classrooms
Do you need additional chairs/tables set up, and if so, how many?					
If you are using the Lunchroom, Stage and/or Gym:					
Does gym wall need to be opened?			Does stage wall need to be opened?		
Equipment Needed:	Wireless Microphone		Wired Microphone		
CD Player	Projector	DVD Player		Computer Projection	Computer Sound out
		<input type="checkbox"/> School's <input type="checkbox"/> Supplying my Own			
Speakers:	Gym	Lunchroom	Sound combined in Gym & Lunchroom		
Any additional setup needed and if so, please explain:					
<i>No thank you!</i>					

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

Submitted By: *Sally Fouche'*
(Signature)

I have read the above directions