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.

Person in Charge:	Chris Burnside Todd Falconer		Event Name:	Boys & Girls Club Basketball	
Type of Event: (Circle one)	Staff/School	PTA	Outside Group	If Outside Group, please be specific: Boys & Girls Club	
Date Needed:	12/9/13 to 3/28/14		Time Needed:	5pm - 8pm	
Space(s) needed. (Circle)	⟨Gym⟩	Lunch Room	Stage	Library	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 ☐ 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: