

# Tech Request Form

Please fill out this form at least **one month** prior to any event held in any PRHS location at which audio, staging, or lighting is needed. Please submit the form and any questions directly to David Schumacher: dschumacher@prsd.org.

\_\_\_\_\_ will be using the \_\_\_\_\_ on \_\_\_\_\_  
Name of teacher, group, or club Location Date

from \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM This event will begin at \_\_\_\_\_ AM / PM

The name or description of this event is: \_\_\_\_\_

Your name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

## Set-up:

_____ Number of chairs	_____ Podium
_____ Number of tables	_____ Number of music stands
_____ Number of platform risers	_____ Piano
_____ 16"	_____ Instruments/Amplifiers (please specify)
_____ 24"	_____
_____ Projector screen	_____
_____ Number of choral risers	_____ Follow spotlight
_____ Number of microphones (for what purpose?)	_____ Special sound needs (please explain below)
_____	_____ Additional lighting cues (please explain below)
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Please explain any special needs (sound, lighting, set-up, etc.)

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**\* Please use back of this sheet to completely and clearly diagram your stage set-up**

Signature \_\_\_\_\_ Date \_\_\_\_\_