

Pittsfield Elementary School

Each staff member will be responsible for filling out this form for an after school or evening function at least one week prior to the activity.

Staff member responsible for event _____

Purpose of Event _____

Date of Event _____

Start Time of Event _____

End of Event _____

Location of Event _____

Equipment to be used.

Portable PA system _____

Extension Cord(s) (HowMany?) _____

Audio Visual Equipment (See librarian/custodian). Please specify what is needed.

Please complete if gym is to be used.

Stage (Bi-level stage each section 6x8 - 3 lower sections, 3 upper sections.) (How many sections of stage needed if gym is used?) _____

Chairs (How many needed if gym is used?) _____

Microphones (How many if gym is used?)(Maximum 4) _____

Seating plan is gym is used. (A or B) _____

Approved by _____

Principal