

#4

**Pittsfield Elementary School  
Assembly Checklist**

**Program** \_\_\_\_\_

**Presenter** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Day/Date** \_\_\_\_\_ **Time Presenter Will Arrive For Set Up** \_\_\_\_\_

**Location** \_\_\_\_\_ **Time of Program** \_\_\_\_\_

**Audience** \_\_\_\_\_ **Length of Program** \_\_\_\_\_

**Staff Organizer** \_\_\_\_\_

**Assembly Director (Introduction/Closing)** \_\_\_\_\_

**Master Schedule Consulted**

**Advanced Note To:**

**Administrative Team**

**P.E. Teacher**

**Staff**

**Custodian**

**Kitchen Staff**

**Office**

**Arrangements: (Ask Presenter Do Not Assume the Following)**

**Seating Orientation - Plan A or Plan B**

**Sit on Floor**

**Sit in Chairs (How Many?)** \_\_\_\_\_

**Bring Own Chairs**

**Stage Needed (Bi-Level Stage Each Section 6x8 - 3 Lower, 3 Upper)**

**How Many Sections of Stage Needed** \_\_\_\_\_

**Podium**

**Microphone (How Many?) - Maximum 4**

**Extension Cords (How Many?)** \_\_\_\_\_

**Audio Visual Equipment (See Librarian/Custodian) Please Specify  
What Is Needed** \_\_\_\_\_

**Reminder In Daily Bulletin As Soon As Date Is Set**

**Reminder In Daily Bulletin Day Before Assembly**

**Reminder in Daily Bulletin Day of Assembly**

**Office Personnel Reminded To Call Classes**

**Principal Approval** \_\_\_\_\_ **Date** \_\_\_\_\_