

Auditorium Tech Request Form

Please complete this form and return to stage box in faculty workroom or e-mail to bgilbert@yorkcatholic.org with the subject line **Auditorium Tech Request** at least 5 work days before the event.

Date and time of event (include practices):

Audience: _____

	Stage Needs	Number and/or arrangement
	Chairs:	Left side (facing stage)
	Podium(s):	Right side (facing stage)
	Acoustical shells	
	Altar	

Alternatively, attach a diagram of the stage you are looking for.

Projection Needs		Lighting		Sound	
	Scrim		General lighting		Number and types of microphones (wireless, handheld)
	Screen		Colored lights/Spot lights		CD or cassette tape (including tracks or songs to be played)
	Projector				
	VCR/DVD				

Additional Information: _____
