

# PAUSD Theatre Facilities

(650) 444-7127

## Equipment/Materials Request Form

Applicant / Organization Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone: \_\_\_\_\_ email: \_\_\_\_\_

Venue/Facility: Spangenberg \_\_\_\_\_ PAC \_\_\_\_\_ Haymarket \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_  
(Applicant enters space) (Applicant exits space)

Please mark the number of equipment/material units requested. In-house inventory amounts in parenthesis.  
Applicant must provide and procure any additional or supplemental equipment/materials as needed.

### AUDIO

Cordless SM58 vocal Mic (x4) \_\_\_\_\_ Mic stands on floor (x12) \_\_\_\_\_  
Corded SM58 vocal Mic (x3) \_\_\_\_\_ Mic stands on table (x4) \_\_\_\_\_  
Corded SM57 instrument Mic (x5) \_\_\_\_\_ Monitors onstage (x4) \_\_\_\_\_  
Drop Mics onstage \_\_\_\_\_ CD player \_\_\_\_\_  
ClearCom (x5): \_\_\_\_\_

### VIDEO

Projector \_\_\_\_\_ with sound support \_\_\_\_\_  
Screen choice: proscenium arch petite 7'x10' \_\_\_\_\_ full-size 27' x 16' \_\_\_\_\_

### STAGE

Band Conductor's podium \_\_\_\_\_ Speaker's Lectern \_\_\_\_\_  
Band shell \_\_\_\_\_ Prop Tables (x4) \_\_\_\_\_  
Music chairs (x100) \_\_\_\_\_ Hazer \_\_\_\_\_  
Music stands (x60) \_\_\_\_\_ Follow Spot light (x2) \_\_\_\_\_  
Piano and bench \_\_\_\_\_ Choir risers (x8) \_\_\_\_\_  
Band Risers: 4'x8'x24" (x10) \_\_\_\_\_ 4'x8'x16" (x5) \_\_\_\_\_ 4'x8'x8" (x5) \_\_\_\_\_

### LOBBY

Box Office \_\_\_\_\_ Food and/or concessions served: \*yes \_\_\_\_\_ no \_\_\_\_\_  
\* will incur extra custodial service expense with High School Admin

OTHER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*I have read, understand and will comply with the Reservation Process and House Rules.*

Applicant signature

Date