

# ABRAHAM LINCOLN HIGH SCHOOL

## In House Facility Request



**Form must be submitted at least two weeks prior to the proposed date of activity.**

Today's Date \_\_\_\_\_

Name of Event \_\_\_\_\_ Event Date \_\_\_\_\_

Time in \_\_\_\_\_ Time out \_\_\_\_\_ Description \_\_\_\_\_

Requested by \_\_\_\_\_ Organization \_\_\_\_\_

Phone ( ) \_\_\_\_\_ email \_\_\_\_\_

### Campus Buildings and Fields – Check All that Apply

- New Gymnasium
  - Restrooms Concessions  Ticket Booth  Bleachers  Scoreboard
- Old Gymnasium
  - Restrooms Concessions  Ticket Booth  Bleachers  Scoreboard
- Stadium
  - Restrooms Concessions  Ticket Booth  Bleachers  Scoreboard
  - Press Box
- Tennis Courts
- Baseball Field
  - Scoreboard
- Softball Field
  - Scoreboard
- 100 BLDG Conference Room (Room 148)
- Parent Center (Room 601)
- Classroom \_\_\_\_\_
- Penthouse
  - Public Safety  Science & Engineering  Arts  Social Justice
- Main Theatre
  - Little Theatre (Black Box Room 955)
- Lobby
  - Box Office
- Green Room
  - Dressing Rooms
- Stage Area and Wings
  - Stage Apron (Area in front of main curtain)
- Band Classroom (Room 936)
  - Vocal Classroom (Room 945)
- Dance Room (Room 951)

### Lighting

- General illumination of stage and audience area is sufficient.
- Event requires use of the cyclorama, (large white curtain hung at the back of the stage).
- Event requires use of a follow spot, (spotlight on an adjustable stand that is manually operated and used to follow a performer moving onstage).
- Event has specific lighting requirements, (please attach a cue list, diagram or lighting plot).

**Sound**

If your event will be using any prerecorded sound, including sound from video sources please indicate below:

- CD Player
- VCR
- Mini Disk
- Microphone
- Audio Cassette
- DVD
- Laptop Computer

**Equipment Needed**

- LCD Projector
- Video Projector
- DVD Player
- Dry Erase Easel
- Podium/Lectern

**Thank you. Please submit to John Ross, Vice Principal, in 607**

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*For Site Use Only- DO NOT COMPLETE*

**Staff Needs**

- Custodial
- Security
- Video equipment operator
- Audio Console operator
- Lighting operator (lighting controls and follow spot)
- Stage Crew

Comments:

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**Distribution List**

- \_\_\_\_\_ Central VP (Security)                      \_\_\_\_\_ Center Administrator
- \_\_\_\_\_ Plant Operations Supervisor            \_\_\_\_\_ VAPA Department Chair
- \_\_\_\_\_ Athletic Director                            \_\_\_\_\_ Tech Coordinators
- \_\_\_\_\_ Other

Approved \_\_\_\_\_ Date \_\_\_\_\_