

District Facility Use- Technology Request Form

Please submit at least 2 weeks prior to event and/ or with the Facility Rental Agreement

Organization/Group: _____

Contact Person: _____

Phone: _____

Email: _____

Date(s):

Event Time(s)

Start	Finish	Start	Finish
Setup/ Rehearsal Time(s)			

Venue

HS Gym
HS Cafeteria
HS Multipurpose

HS Library
MS Auditorium
MS Cafeteria

MS Gym
West Side Gym
Central Gym

Available Equipment (Check all that apply)

- | | | |
|-------------------------------|-----------------|----------------------|
| Wireless Handheld | Podium Mic | Computer Lab Access |
| Wireless Lapel | Piano | Wifi/Internet Access |
| Wired Mic | Podium | Printing Access |
| Instrument Mic | Laptop | Portable Sound |
| Choir Mic | Projecotor | Projection Screen |
| Aux Input/ CD/ Tape/Bluetooth | Standing Risers | Other |
| Direct Input Box | Platform Risers | |
| Stage Monitor | Choir Shells | |
| Mic Stands | Stage Lighting | |

Please note that this is a general listing of equipment and may not be available at every venue

Event Details:

Signature

Date

Audio/Visual Coordinator

Nick Kallem

Office: 406-433-7583

Cell: 406-702-6487

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