

School District No. 71 (Comox Valley)
DISTRICT EQUIPMENT REQUEST FORM
 (form is required a minimum of 2 weeks prior to event)

School _____

Function/Event _____

Requested by _____ Date _____

Function/Event Date _____ Function/Event Time _____

| <u>EQUIPMENT DELIVERY</u> * | |
|------------------------------------|--|
| When: _____ | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Where: _____ | |

| <u>EQUIPMENT PICK UP</u> * | |
|-----------------------------------|--|
| When: _____ | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Where: _____ | |

* Regular delivery days are Monday, Wednesday and Friday. Tuesday or Thursday deliveries cannot be guaranteed.

| | Approved | Requested | Available |
|--|----------|-----------|-----------|
| OLD Band Staging/Risers (4' x 8' Platforms) | | | |
| 24" height | | | 18 |
| 16" height | | | 13 |
| 8" height | | | 9 |
| Pie Shaped, 3 Steps | | | 2 |
| NEW Band Staging/Risers (4' x 8' Platforms) | | | |
| 24"/32" telescoping | | | 9 |
| 16"/24" telescoping | | | 9 |
| Pie Shaped, 3 Steps | | | 2 |
| Display Panels | | | |
| 2 - 4' x 6' Gray Panels | | | 15 |
| 2 - 4' x 6' Blue Panels | | | 4 |

| | Approved | Requested | Available |
|--------------------------------|----------|-----------|-----------|
| Choral Risers (6' Wide) | | | |
| 18" step depth | | | 29 |
| 12" step depth | | | 4 |
| 4th Steps | | | 4 |
| Choral Shells | | | |
| Base Panels | | | 15 |
| Filler Panels | | | 11 |
| Lighting | | | |
| District Light Box #1 | | | 1 |
| District Light Box #2 | | | 1 |
| District Light Box Extras | | | 1 |
| Spotlights | | | 2 |

List of equipment in lights boxes can be found on SD71 website under Programs, Fine Arts

Please order only what you will be using!

Chairs and Folding Tables are booked through Use of School Facilities --- 250-338-4193

Sound Equipment (for Fine Arts use ONLY and Personal Pick Up and Return at the LRC)

(1 week maximum during regular season; 24 hours maximum during Christmas and end of year)

| Elementary Sound Equipment | | | |
|-----------------------------------|--|--|---|
| Microphone System | | | 1 |
| Edirol Recording Device | | | 1 |
| Shure Headset Mic | | | 4 |
| Secondary Sound Equipment | | | |
| Sennheiser Mic System | | | 1 |

| Elementary Sound Equipment (continued) | | | |
|---|--|--|---|
| Omni Directional Mic w/Stands and Cables | | | 2 |
| Phantom Box for Omni Mic | | | 2 |

School District Approval _____

Date _____

| |
|---|
| <p>Instructions for completing form:</p> <ol style="list-style-type: none"> 1. Save completed request form and forward to heather.mercier@sd71.bc.ca 2. You will be sent a copy of the completed form once processed. 3. Fill out separate form for each date/time equipment is required. |
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