

# SRS Facility Request and Set Up Form

**\*\*PLEASE SUBMIT TO SCHOOL PRINCIPAL AT LEAST 2 WEEKS IN ADVANCE OF EVENT\*\***

## School Event Information

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Time You Will Vacate Room: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Practice Dates: \_\_\_\_\_ Practice Times: \_\_\_\_\_

\*Are You Using Vendors That Work Outside of the Parish : Yes  No

If Yes, Please List Name(s): \_\_\_\_\_

## Contact Information

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

## Set Up Information

Please Specify The Equipment Needed for Event:

Ambo: \_\_\_\_\_ B-ball Hoops: \_\_\_\_\_ Bleachers: \_\_\_\_\_ Floor Tarps: \_\_\_\_\_

Gym Divider: \_\_\_\_\_ Laptop Hookup: \_\_\_\_\_ Microphone: \_\_\_\_\_ Scoreboard: \_\_\_\_\_

Scorer Table: \_\_\_\_\_ Smart Panel: \_\_\_\_\_ Sound Equip: \_\_\_\_\_ Stage Lift: \_\_\_\_\_

Stage Partition: \_\_\_\_\_ Stage Steps: \_\_\_\_\_ TV/DVD Player: \_\_\_\_\_ Video Screen: \_\_\_\_\_

Number & Type of Tables: Circular: \_\_\_\_\_ Rectangular: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

**\*\*If you need tables/chairs in a specific configuration or location, please submit with form\*\***



Admin/Principal Initials \_\_\_\_\_