

Location Reservation Request

Name: _____ (ex: Lucinda Pueblos)
Group Name: _____ (ex: Admin Team)
Contact Email: _____ (ex: Name@sausd.us)
Contact Phone: _____ (ex: 714-568-7000)
Site Requested: _____ (ex: TCC, Gym)
Date Requested: _____ (ex: Mon. 10/6/14)
Time Requested: Start _____ End _____ (ex: 8:00am 10:00am)

*Please account for setup time and clean up time

Administrative Use Only:

Administrator _____

Date Reviewed _____

Reservation Approved

Reservation Denied

Stage Manager Support Request

Event Type: _____ (ex: Band Concert)

Equipment Requested: (ex: Laptop w/ Audio, Projector, Screen, Podium, Wireless Microphone)

*Equipment availability is not guaranteed in all locations - you will be contacted if your needs cannot be met

Other Setup Notes: (Podium@ Center Stage, Close Blue Curtain, Flags On Stage, Spotlight Podium)

Stage Manager Use Only:

Date Reviewed: _____ Signature: _____

Request Approved

Request Denied

Notes: