

Please return this form to Christina Ordonez

**REQUEST FOR AUDITORIUM USAGE
WORK ORDER**

REQUESTED DATE _____

REQUESTED TIME/PERIODS _____

CENTER (104) _____ RIGHT (103) _____ LEFT (105) _____ STAGE _____

ENTIRE AUDITORIUM PLUS STAGE _____

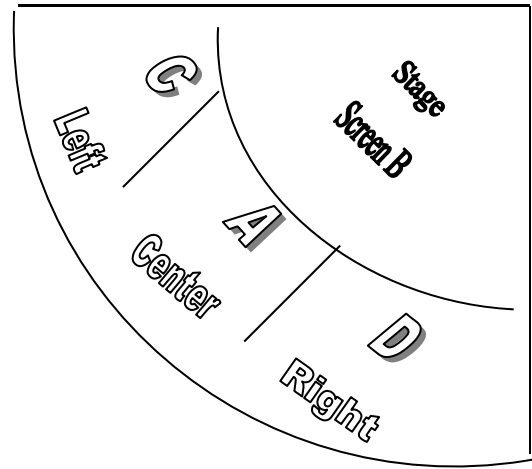
Requesting Party _____ Today's Date _____

Reason _____

This form is used as a work order. Please draw equipment set-up on the diagram and add any information, which would facilitate setup. **PLEASE BE SPECIFIC.**

AUDITORIUM SET-UP

Curtains Open _____
Closed _____
Stage Cleared _____
Dividing Walls Closed _____



EQUIPMENT SET-UP

Microphone _____
Podium _____
Table _____
Chairs _____

AV SET-UP

Screen A _____ B _____ C _____ D _____
(Mark with an X)
_____ C omputer Power Point _____
_____ DV D Player _____
_____ CD Music Played _____
_____ iPod Music Played _____
Lighting Technician _____
Sound Technician _____
Time of arrival for Technicians _____

OTHER COMMENTS TO FACILITATE SETUP:

For other technology, please fill out a HelpDesk ticket. For lighting or sound arrangements, please contact Christina Ordonez.

APPROVED _____ DISAPPROVED _____

Auditorium Manager Date

cc B. Harlan
D. Schippel
C. Ordonez
Requesting Party