

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 REQUEST *</u>
Date: _____
Location: _____

<u>EQUIPMENT PICK UP *</u>
Date: _____
Location: _____

* 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			17
16" height			9
8" height			8
Pie Shaped, 3 Steps			2
NEW Band Staging/Risers (4' x 8' Platforms)			
24"/32" telescoping			9
16"/24" telescoping			13
Pie Shaped, 3 Steps			2
Please note, the old staging will not lie flush with new staging if trying to line up to same height.			

Display Panels			
2 - 4' x 6' Gray Panels			15
2 - 4' x 6' Blue Panels			4
8' x 6' Rolling Panels			10

	Approved	Requested	Available
Choral Risers (6' Wide)			
18" step depth			34
12" step depth			4
4th Steps			4
Choral Shells			
Base Panels			21
Filler Panels			15
Lighting			
District Light Box #1			1
Spotlights			2
LED Lights - 2 light bars, 2 stands, & controller			2

Elementary Sound Equipment			
2 Omni Directional Mics w/Stands and Cables			1
Phantom Box for Omni Mic			1
Shure Headset Mic			5
Secondary Sound Equipment			
Sennheiser Mic System			1

Please order only what you will be using!

Deliveries and Pick Ups take place in the morning. For other requests please contact the LRC.

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

School District Approval _____ Date _____

Instructions for completing form: 1. Save completed request form and forward to lrc.orders@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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