

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 \_\_\_\_\_

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

<b>EQUIPMENT PICK UP *</b>	
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
<b>OLD Band Staging/Risers (4' x 8' Platforms)</b>			
24" height			18
16" height			13
8" height			9
Pie Shaped, 3 Steps			2
<b>NEW Band Staging/Risers (4' x 8' Platforms)</b>			
24"/32" telescoping			9
16"/24" telescoping			9
Pie Shaped, 3 Steps			2
<b>Display Panels</b>			
2 - 4' x 6' Gray Panels			15
2 - 4' x 6' Blue Panels			4

	Approved	Requested	Available
<b>Choral Risers (6' Wide)</b>			
18" step depth			29
12" step depth			4
4th Steps			4
<b>Choral Shells</b>			
Base Panels			15
Filler Panels			11
<b>Lighting</b>			
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)

<b>Elementary Sound Equipment</b>			
Microphone System			1
Edirol Recording Device			1
Shure Headset Mic			4
<b>Secondary Sound Equipment</b>			
Sennheiser Mic System			1

<b>Elementary Sound Equipment (continued)</b>			
Omni Directional Mic w/Stands and Cables			2
Phantom Box for Omni Mic			2

School District Approval \_\_\_\_\_

Date \_\_\_\_\_

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