



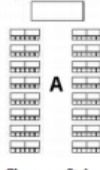
Facility Use/Event Set-Up Request

| | | | |
|----------------|---------------------|--------------------|---|
| Event Name: | Senior Parent Night | Dept./Grade | HS Counseling |
| Event Contact: | Nancy Gerena | Event Location(s): | Cypress Center Senior Parent Meeting |
| Contact Phone: | x3404 | | |

| | | | |
|-----------------|--------------------|-------------------|--------------------|
| Start Date/Time | 8/26/2021 18:30:00 | End Date/ Time: | 8/26/2021 19:45:00 |
| Setup Time: | 8/26/2021 18:00:00 | Additional Dates: | no |

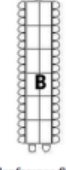
| | | | |
|-----------------------------|----|---------------------|----|
| Facilities Staff Requested: | No | Clean-up Requested: | No |
|-----------------------------|----|---------------------|----|

| | |
|----------------------|-------------------------|
| Setup: | Setup Requested: |
| Attendance: | D - Theatre Style |
| Tables Needed: | |
| Chairs Needed: | |
| Additional Requests: | |



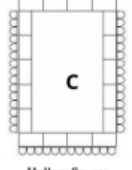
A

Classroom Style



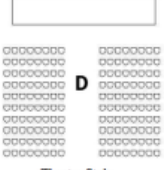
B

Conference Style



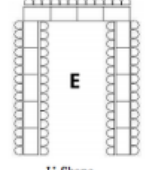
C

Hollow Square



D

Theatre Style



E

U-Shape

| | | | |
|-------------|----|----------------------|--|
| Food/Drink: | No | Food/Drink Provider: | |
|-------------|----|----------------------|--|

| |
|-----------------------|
| Special Instructions: |
| none |

| |
|---------------------------|
| Technical Assistance? Yes |
| laptop |

General A/V Requirements

| | |
|----------------------------|----------------|
| Location: | Cypress Center |
| Equipment: | |
| Microphones Needed: | |
| Aux/Laptop Audio? | |
| A/V Setup: | |

Cypress Center Requirements

| <u>House Requirements</u> | | | |
|------------------------------|---------------------------------------|------------------------------|--|
| House in Use: | Lower Section (Near Stage) Only | Partition Wall: | No |
| | | Upper Seating Layout: | Not Used |
| Stage in Use: | Yes | Stage Description: | To give presentation |
| Props: | Screen Down | Dock Use: | No |
| Batten Use: | No | Batten Description: | |
| <u>Audio Requirements</u> | | | |
| Microphones | 1 | Additional Audio: | Yes, just need to connection for laptop presentation |
| Aux Audio: | Yes | | |
| <u>Video Requirements</u> | | | |
| Video Needed? | Yes | Video Description: | Need to record session |
| <u>Lighting Requirements</u> | | | |
| Lighting Description: | Standard | | |