

## Instructional Multimedia Center



# IN-HOUSE STADIUM AND GYM SOUND REQUEST

Date of request	Group holding event	Event date	Day of week
a.m.	a.m.		
p.m. to	p.m.		
Time event takes place	Where event is to be held		Expected attendance

Purpose or name of event

- Request for:
- Stadium PA**
    - 1 hard-wired microphone on tabletop stand
    - 1 wireless microphone
    - Mixer for field level microphone use
    - Headsets
  - Gymnasium PA**
    - 1 hard-wired microphone on tabletop stand
  - Technician on hand during entire event**

The group/organization shall be responsible for damage or unnecessary abuse of school building, grounds or equipment growing out of occupancy of said premises. The group/organization agrees to abide by and enforce the *Rules and Regulations* of the Antelope Valley Community College District governing the use of the buildings, grounds and equipment.

Print name of requester	Signature
Day phone number	Evening phone number

### FOR IMC USE ONLY

Estimated overtime cost of IMC staff for event:

name	position	estimated number of hours	X	rate per hour	=	estimated subtotal
name	position	estimated number of hours	X	rate per hour	=	estimated subtotal
						estimated total

Date request received in IMC \_\_\_\_\_ By \_\_\_\_\_ initial IMC Technician available?  Yes  No \_\_\_\_\_ initial

Event scheduled and approved by Facilities? \_\_\_\_\_ date called \_\_\_\_\_ facilities staff approving \_\_\_\_\_ IMC staff initials \_\_\_\_\_

Coordinator's approval?  Yes  No \_\_\_\_\_ initial Notations \_\_\_\_\_

Overtime approval?  Yes  No \_\_\_\_\_ initial

By \_\_\_\_\_