



## Fine Arts Facility Approval Form

All forms must be submitted a minimum of three weeks prior to the scheduled event date. You must provide a 72 hour notice for a schedule change. School district functions have priority. Organizations not associated with T-M ISD must check with the campus prior to submitting an Activity/ Facility Approval Form.

Event:

Production Type:

Facility:

Contact Information

First Name:

Last Name:

Email:

Phone Number:

Alternate Number:

Event Information

Event Date:

Event Start Time:

Event End Time:

Time of Performance:

Rehearsal Date:

Rehearsal Start Time:

Rehearsal End Time:

Alternate Date:

Alternate Start Time:

Alternate End Time:

Rehearsal Date:

Rehearsal Start Time:

Rehearsal End Time:

Load In Date:

Load In Time:

Load Out Date:

Load Out Time:

**Have you checked the campus and district calendars for possible conflicts?**

**Yes No**

**Has a fundraiser request been submitted and approved?**

**Yes No**

**Please select the items needed for the event:**

A/V Equipment:	Lighting:	On-Stage Equipment:
Standard FOH System	Basic Stage Lighting	Choral Risers
Microphone (Qty.)	Spot Light - 2	Podium
CD Player	Specialized Lighting -	Chairs (Qty.)
Video Projection	(Meet with PAC Manager)	Tables (Qty.)

Personnel:	Additional Items:	Other:
Backstage Crew	Baby Grand Piano	
Custodial Services	Chairs (Qty.)	
Light Board Technician	Tables (Qty.)	
Security	Box Office	
Sound Board Technician	Girls Dressing Room	
	Boys Dressing Room	
	Wireless Internet Access	

Funding Source:

Student Activity Fund:

District Account Number:

Group:

Other: