



## 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:**