

# Tootin' Hills



## Assembly/Rehearsal/Activity Form

\*\*This needs to be completed **at least** one week prior to the event.

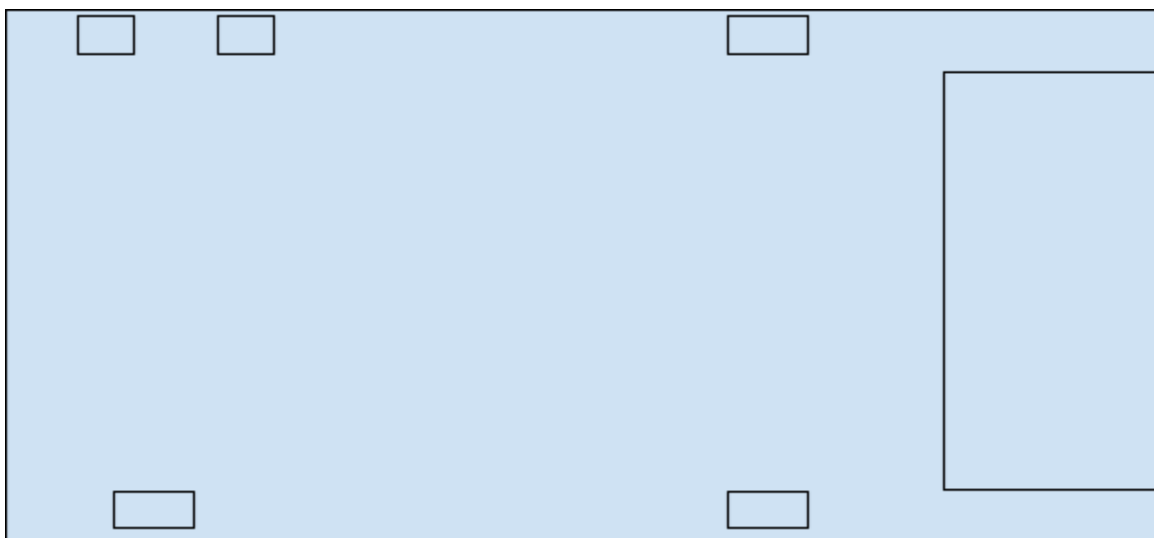
Please create a new form for each event. Thank you!

Activity Title: _____ Date of Activity: _____ Grade Levels: _____ Person in Charge: _____	Setup Time: _____ Activity Start: _____ Activity End: _____
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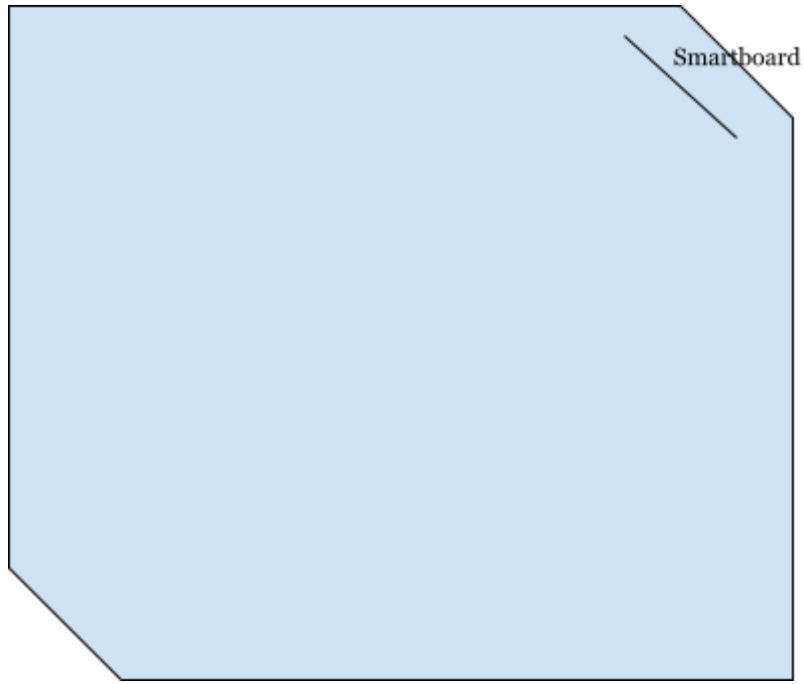
<b>Required Equipment:</b> _____ Number of <b>Risers</b> - please circle: on stage / off stage _____ Number of <b>Chairs</b> for audience _____ Number of <b>Chairs</b> for performers _____ Sound System _____ Number of <b>Microphones</b> _____ <b>Piano</b> _____ <b>Podium</b> _____ Number of <b>Dry Erase Signs</b> _____ Number of <b>Tables</b> _____ <b>Screen</b> _____ <b>Laptop / Projector</b> _____ <b>Classroom use (indicate classroom #)</b>
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Please complete the following diagram for either the Gym, Cafeteria, or LMC. If your event is outside, please draw a diagram of your needs and indicate the location. **PLEASE BE SPECIFIC!**

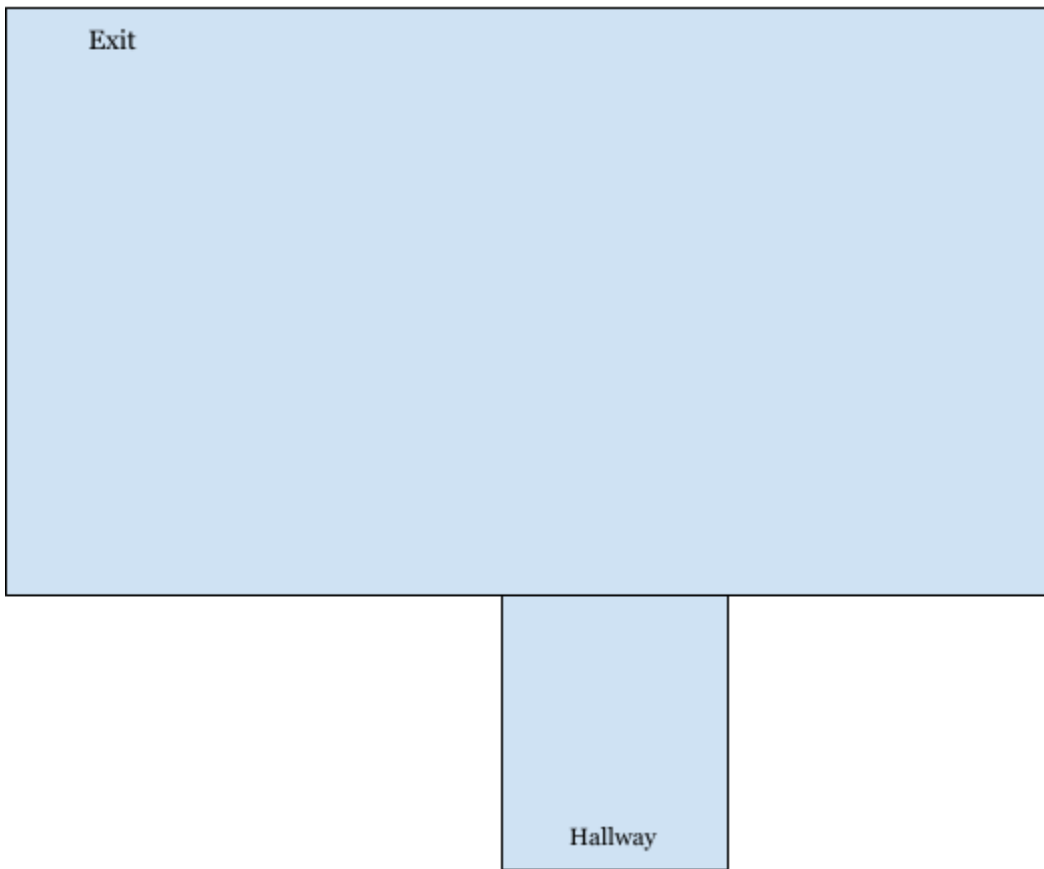
Gymnasium



# Library Media Center Setup



# Cafeteria



Copies to: \_\_\_\_\_ Custodians \_\_\_\_\_ Main Office \_\_\_\_\_ PE Teacher / LMC Teacher / Cafe \_\_\_\_\_ SEED