

**CANTERBURY SCHOOL  
FACILITIES LABOR REQUEST**

Facility: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Set-up Time \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Person filling out form: \_\_\_\_\_

Please check each item needed for your event:

- ☐ 1) Chairs for audience                      Quantity: \_\_\_\_\_
- ☐ 2) Chairs for stage (if PAC)                      Quantity: \_\_\_\_\_
- ☐ 3) Podium                      With Sound: \_\_\_\_\_                      Location: \_\_\_\_\_
- ☐ 4) Microphone/CD player/tape player/turntable use
- ☐ 5) Audio/visual needs other than above (specify) \_\_\_\_\_
- ☐ 6) Tables:                      Quantity: \_\_\_\_\_                      Location: \_\_\_\_\_
- ☐ 7) Lighting (if PAC - must discuss in detail with Pete Saez at least 2 weeks prior to event)
- ☐ 8) Food - must submit catering request to Dining Hall manager
- ☐ 9) Clean up crew after event
- ☐ 10) Any other needs: \_\_\_\_\_

NOTE: Any special PAC arrangements for lights, sound, technical help, etc. should be made with Pete Saez and Javier Torres.

We must have any sound or visual tape, CD, etc. one (1) day before event.

**RETURN FORM TO JAVIER TORRES FOR PAC**  
**RETURN FORM TO PETE SAEZ FOR ALL OTHER VENUES CC:**  
**SAGE DINING FOR HDH SCHEDULING**

Approved: ☐

Denied: ☐

Scheduled: ☐