



Reynolds High School Arts Building Facility Request

Please complete this form, and return to Brittini Finley, the Fine & Performing Arts Coordinator.
A meeting may be required to determine scheduling and technical needs.

Group Name: Walt Money Orchestra Today's Date: 4/13/2026

Event Name: Spring Awards Concert

Number of Participants: 65 Audience Size Expected: 120 (max: 595 house seats)

Contact Information

Requestor Name: Karen Hilley RSD Phone Extension: 1795

Email: khilley@rsd7.net Cell/Day of Phone: 971-409-2182

RSD Administrator at Event: Chelsea Holcomb

Event Schedule (check Master calendar prior to submitting request, <http://reynoldssd7.tandem.co/>)

Rehearsal Times

Date(s) of Rehearsal 5/19/2026
Day(s) of Week Tuesday

Arrival/Set Up 5:30pm
Rehearsal Starts 5:50pm
Rehearsal Ends 6:15pm
Departure 7:50pm

Event Times (all fields required)

Date(s) of Event 5/19/2026
Day(s) of Week Tuesday

Arrival/Set Up 4:45pm
House Opens 6:15pm
Event Starts 6:30pm
Event Ends 7:40pm
Clean Up Ends 8:00pm

Event Technical Requirements (if unsure, we can discuss)

- Rooms:
- Lobby
 - Auditorium
 - Black Box
 - Makeup Room
 - Choir Room
 - Instrumental Room
 - Box Office
 - Concessions Stand
 - Other: _____
- Sound:
- # of Wireless Handheld Mics (up to 5) 2
 - # of Wired Mics (up to 5) _____
 - # of Regular Mic Stands _____
 - # of Piano/Guitar Mic Stands _____
 - # of Gooseneck Mic Stands _____
 - Monitors? Sides of stage or Front of stage
 - Audio Playback? CD Files (YouTube not accepted)
 - Onstage Aux (self-run) Mid-House Aux (self-run)

- A/V:
- Projector for Visuals
 - Presentation has Audio
 - Bring a device and any dongle your playback device may need.
 - We have VGA, HDMI, and aux cables.

- Curtains/backdrop:
- Green Grand Drape
 - Opened Closed
 - Black Masking Legs
 - Black Midstage Traveler
 - Opened Closed
 - Black Upstage Traveler
 - Opened Closed
 - White Cyc
 - Red Brick Wall

- Lights:
- Standard Wash Stage Lighting
 - Special Lighting (discuss in person and/or include instructions)
 - House Lighting during performance: Out Half Full

- Other:
- Mid-House Configuration
 - Upright Piano
 - Grand Piano
 - Acoustic Clouds
 - Conducting Podium
 - Double-Wide Music Stand
 - Extension cord(s)

- # of Music Stands 25
- # of Black Chairs 30
- # of Risers (up to 8) 0
- # of 6' Rectangle Tables (up to 7) _____
- # of Round Tables (up to 6) _____
- # of Speaking Lecterns (up to 2) _____
- # of Lobby Chairs _____
- # of Front/ Back rows roped off 2

Please include additional requirements when you return this form. Attach a diagram for specific layouts.

Office Use Only

- Event Approved Event Denied Added to Master Calendar
- Copy sent to: Requestor Arts Custodian Head Custodian Arts Coordinator Other: _____

Date Received: _____ Reviewed by: _____

Signature: _____ Date: _____