



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: H.B. Lee Middle School Today's Date: April 27, 2026

Event Name: End-of-Year Orchestra

Number of Participants: 150 Audience Size Expected: 250 (max: 595 house seats)

Contact Information

Requestor Name: Jae Choi RSD Phone Extension: X4051

Email: jchoi@rsd7.ne Cell/Day of Phone: 812-345-728

RSD Administrator at Event: Aaron Longo

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

Rehearsal Times

Date(s) of Rehearsal 5/18/2026

Day(s) of Week Monday!

Arrival/Set Up 4:30 PM

Rehearsal Starts 5PM

Rehearsal Ends 6:40 PM

Departure _____

Event Times (all fields required)

Date(s) of Event 5/18/2026

Day(s) of Week Monday

Arrival/Set Up 7PM

House Opens 6:40 PM

Event Starts 7:00 PM

Event Ends 8:30 PM

Clean Up Ends 9:00 PM

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) _____
- # of Wired Mics (up to 5) 1
- # 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 45
- # of Black Chairs 45
- # of Risers (up to 8) 0
- # of 6' Rectangle Tables (up to 7) 2
- # of Round Tables (up to 6) _____
- # of Speaking Lecterns (up to 2) _____
- # of Lobby Chairs 20
- # of Front/ Back rows roped off _____

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: _____