



# Reynolds High School Arts Building Facility Request

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

Group Name: H. B. Lee Band + Choir Today's Date: 5/11/26

Event Name: Spring Concert + Awards

Number of Participants: 120 Audience Size Expected: 300 (max: 595 house seats)

### Contact Information

Requestor Name: Mara Liechty

RSD Phone Extension: 4052

Email: mliechty@rsd7.net

Cell/Day of Phone: 503-559-5575

RSD Administrator at Event: Longo

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

#### Rehearsal Times

~~Date(s) of Rehearsal \_\_\_\_\_  
Day(s) of Week \_\_\_\_\_  
Arrival/Set Up \_\_\_\_\_  
Rehearsal Starts \_\_\_\_\_  
Rehearsal Ends \_\_\_\_\_  
Departure \_\_\_\_\_~~

#### Event Times (all fields required)

Date(s) of Event 5/21/26  
Day(s) of Week Thurs.  
Arrival/Set Up 4:30 pm  
House Opens 6:50 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) 1  
# of Wired Mics (up to 5) 0  
# of Regular Mic Stands 1  
# 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: w/a M/S/CG

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 60  
# of Black Chairs 60  
# of Risers (up to 8) 4  
# of 6' Rectangle Tables (up to 7) 1 - in lobby  
# of Round Tables (up to 6) \_\_\_\_\_  
# of Speaking Lecterns (up to 2) \_\_\_\_\_  
# of Lobby Chairs 2  
# of  Front/ Back rows roped off 6

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: \_\_\_\_\_