



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: WMMS Choir Today's Date: 5/11/2026

Event Name: WMMS Choir Final Concert

Number of Participants: 53 Audience Size Expected: 100-200(max: 595 house seats)

Contact Information

Requestor Name: Alyssa Paulson RSD Phone Extension: 1741

Email: apaulson@rsd7.net Cell/Day of Phone: 503-915-9708

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 _____

Day(s) of Week _____

Arrival/Set Up _____

Rehearsal Starts _____

Rehearsal Ends _____

Departure _____

Event Times (all fields required)

Date(s) of Event 5/22/2026

Day(s) of Week Friday

Arrival/Set Up 5pm

House Opens 6:50pm

Event Starts 7pm

Event Ends 8pm

Clean Up Ends 8:30pm

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) 2

of Regular Mic Stands 2

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 _____

of Black Chairs _____

of Risers (up to 8) 7

of 6' Rectangle Tables (up to 7) _____

of Round Tables (up to 6) _____

of Speaking Lecterns (up to 2) 1

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: _____