

GNSH Auditorium Use Request (for internal use only)

To request use of the auditorium at South High, you may first access the shared Google calendar "South High Auditorium Schedule" to view availability. Then please complete this form and return it to Debra Dumas at:

debldumas@greatneck.k12.ny.us

Note: your request is not confirmed until you receive a confirmation email.

Name of Event: _____

Contact Person(s), email: _____

Name of Group/Organization: _____

Date(s) requested: _____ Times requested: _____

Items and services needed (check all that apply):

- Stage if checked, full or partial depth? _____
- Orchestra Pit area
- Lectern (aka podium) with microphone
- Chairs #: _____
- Tables # or total length: _____
- Standing microphones if checked, # of mics needed: _____
- Table/desktop microphones if checked, # of mics needed: _____
- Stage Lighting - If checked, will you need lighting changes such as dimming for video? _____
- CD played through sound system
- Other music played through sound system Media type: _____
- Video projector/screen
- Pipes on which to hang banners, etc.
- Access to changing rooms
- Language Translators
- Other: _____

Other comments, notes, or questions: _____
