

TRITON REGIONAL HIGH
SCHOOL
Department of Visual and
Performing Arts
TECH REQUEST SHEET



SUE DENSMORE
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Remind/WhatsApp: suedensmore

To acquire technical assistance for an event in the auditorium, please complete this form and return to Sue Densmore TWO WEEKS IN ADVANCE of your event.

Name of Event: _____

Event Director/Contact Name: _____

Event Director/Contact email: _____ Cell Phone: _____

Date of Event: _____ Start Time: _____ End Time: _____ SET-UP time? _____

Please provide the following details:

How many people will be speaking at one time to the audience? _____

Do you need to project a presentation? _____ Does it have embedded sound? _____

What kind of device are you bringing to connect to the projection system, and what kind of outputs are built into it?

For THEATER/MUSICAL/DANCE presentations and performances:

Do you require music playback? _____ Do you need choral risers? _____

If you are asking to use our wireless drama mics, please understand **this will incur an additional fee of \$10 per mic for the run of the show.** Please contact Sue Densmore to confirm the number of working mics.

Do you require light cues to be programmed for your show? _____ (PLEASE NOTE that this will incur extra costs and a meeting in advance of the show for design purposes.)

Notes or Questions?
