

WESTFIELD WASHINGTON SCHOOLS
WHS Auditorium Event Form
Auditorium Director: Jon Majors

Event title: _____
Requested date of event: _____
Contact name: _____ Contact phone: _____
Contact email: _____

Facility Setup and Technical Needs
**Rental equipment – Each item requires \$50 additional rental fee*

Yamaha baby grand piano: _____ 8' x 3' platforms: _____
Yamaha Clavinova: _____ 4 step risers: _____

Facility Setup and Technical Needs

Chairs: _____	Projector & screen: _____
Tables: _____	Microphone stands: _____
Podium: _____	Feedback monitors onstage: _____
CD player: _____	Wireless handheld microphone: _____
DVD player: _____	General stage light wash: _____
Projector & screen: _____	Follow spot: _____
Backdrop hung: _____	Cyclorama: _____

Please list any specific technical requests below:

By signing below you understand and agree to the following:

- You are responsible for any damage done to the facility or equipment during the duration of your event.
- You are responsible for all fees associated to renting the Westfield High School Auditorium,
- Additional last minute requests may not be fulfilled. Last minute requests may require additional charges.

Signature of requestor: _____ Date: _____

Signature of Auditorium Director: _____ Date: _____

Please complete this form in its entirety. For questions, please contact Auditorium Director Jon Majors at majorsj@wws.k12.in.us. Please submit completed forms to majorsj@wws.k12.in.us and neffj@wws.k12.in.us