![CENTER PLACE RESTORATION SCHOOL - HOME OF THE GOLDEN EAGLES]

OUTSIDE EVENT
TECHNOLOGY REQUEST FORM

This form must be used to request CPRS technology support/equipment for special events, whether internal or external.
This form does not constitute a contract and requests will be filled on an as-able basis.

You will receive an email from the school IT Administrator with confirmation of your requests. This form is due no later than 7 days before the event, but earlier submission increases the likelihood that requests will be able to be fulfilled.

CONTACT & EVENT INFO

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Fastest Contact Via   ◯ **Email**   ◯ **Phone**

Organization Name: _____

Dates/Times of Rehearsals: _____

Date & Time of Event: _____

_____

Location of Event: _____
(include Room #/Name)

_____

AUDIO EQUIPMENT

Does your event require audio?   ◯ **YES** ◯ **NO**

NOTE: By default, 2 wired mics are available in the auditorium. If you require additional mics, please specify so in your notes at the right.

Audio Notes/Requests: _____

_____

_____

Do you need to plug in a computer/phone to play music/etc? ◯ **YES** ◯ **NO**

_____

Do you want to borrow CPRS' headset mics?

◯ **YES** ◯ **NO**

_____

NOTE: Organizations borrowing CPRS' headset mics are required to have a dedicated sound person with suitable experience dealing with professional wireless mic systems. Headsets will not be loaned to events without a dedicated sound person with suitable experience.

_____

_____

_____

How many headsets (max 12)? _____

_____

VIDEO EQUIPMENT

Does your event require projection?   ◯ **YES** ◯ **NO**

NOTE: By default, the projector is accessible via an HDMI jack at the front of the stage. NDI connectivity can be provided upon request.

Video Notes/Requests: _____

_____

_____

ADDITIONAL AUDIO/VISUAL INFORMATION

Do you plan to LIVESTREAM your event? ◯ YES ◯ NO   **Do you plan to RECORD your event?** ◯ YES ◯ NO

NOTE: There is NOT equipment available to use for livestreaming/recording. Renters must bring in their own equipment to livestream/record. Internet speed is 300/30.

NETWORK USAGE

Do you need wifi internet access? ◯ YES ◯ NO   **List any outbound ports you need open (w/ reason):**

NOTE: Client Isolation is enabled on the school wifi.
Devices connected to the wifi will not be able to connect   _____
to any other devices on the network.

Do you need hardwired internet access? ◯ YES ◯ NO   _____

ADDITIONAL TECHNOLOGY REQUESTS

Please explain all additional technology requests/questions you have. Requests not made in this form will not be fulfilled.

_____

_____

_____

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_____

ACKNOWLEDGEMENT

By signing below, you acknowledge that the information in the request form is accurate and complete, and that anything left out of this form will not be fulfilled. You also acknowledge that this form is not a contract, but rather a request—requests will be filled on an as-able basis. Additionally, submission of this form does not guarantee that CPRS will provide technology staffing for your event— unless otherwise coordinated, renters are responsible for providing their own tech staffing.

X _____   **Date:** _____
   Renter Contact Signature