

**School District No. 71 (Comox Valley)**  
**DISTRICT EQUIPMENT REQUEST FORM**  
*(form is required 2 weeks prior to the event)*

School: \_\_\_\_\_ Teacher/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

(Function)	(Date of Event)	(Time)
<b>EQUIPMENT DELIVERY:</b>		<b>EQUIPMENT PICK UP:</b>
DATE: _____		DATE: _____
AM/PM: _____		AM/PM: _____
PLACE: _____		PLACE: _____

	<u># Available</u>	<u># Required</u>	<u># Approved</u>
<b><u>District Display Panels</u></b>			
2 - 4' x 6' Gray Panels	18	_____	_____
<b><u>Band Staging/Risers (4' x 8' platforms)</u></b>			
<b>Old Staging</b>			
24" (height)	18	_____	_____
16" (height)	13	_____	_____
8" (height)	9	_____	_____
<b>New Staging</b>			
24"/32" (telescoping)	9	_____	_____
16"/24" (telescoping)	9	_____	_____
Pie Shaped Risers, 3 steps	2	_____	_____
<b><u>Choral Risers (6' wide)</u></b>			
Choral Risers	18" (step depth)	31	_____
Choral Risers	12" (step depth)	4	_____
4 <sup>th</sup> Steps	18" (step depth)	4	_____
Choral Shell Filler Panels		12	_____
Choral Shell Base Panels		14	_____
<b><u>Lights</u></b>			
Light Box (stored at Maintenance)	2	_____	_____
Light Box (stored at Brooklyn)	1	_____	_____
Light Box (stored at Miracle Beach)	1	_____	_____
Light Box (stored at Queneesh)	1	_____	_____
Light Box Extras (stored at Maintenance)	1	_____	_____
Spotlights (1 at Queneesh, 1 in Extras Box)	2	_____	_____
<b><u>Sound Systems (for Fine Arts use ONLY &amp; personal pick-up/return only)</u></b>			
<b><u>Elementary Music Sound (1 week maximum during regular season; 24 hours maximum during Christmas and end of year)</u></b>			
Microphone System	1	_____	_____
Edirol Recording Device	1	_____	_____
Shure Headset Mic	2	_____	_____
Omni Directional Mic w/Stands & Cables	2	_____	_____
Phantom Box for Omni Directional Mic	1	_____	_____
<b><u>Secondary Music Sound</u></b>			
Sennheiser Microphone System	1	_____	_____



**Chairs: Book through Use of School Facilities -- 250-338-4193**

Date Approved: \_\_\_\_\_ School District Approval: \_\_\_\_\_

**Instructions for Completing Form:**

1. Save completed request form and forward to [heather.mercier@sd71.bc.ca](mailto:heather.mercier@sd71.bc.ca)
2. You will be sent a copy of the completed form once processed.
3. Fill out separate form for each time/date equipment is required.