



*Weston High School Auditorium
Weston, Connecticut*

REQUESTION FOR TECHNICAL SUPPORT

Person/organization requesting service _____

Contact Information: _____

Event Information:

Date(s) _____ *Time(from-to)* _____ *Anticipated Size of Audience* _____

<i>Type of Event</i>	<i>Specifics/Details (Number of presenters/performers; stage layout; table, seating, podium requirements; use of visuals; etc.)</i>
Performance	
Concert	
Lecture	
Presentation	
Assembly	
Convocation	
Meeting	
Other	

Lighting Requirements: (Be specific)

Audience only
Stage Area
Special
Movie/video
Other

(over)

Sound Requirements: (Be specific)

No. of microphones
Type of microphones (<i>standing, choir, body, handheld?</i>)
Location of microphones

Projection Needs: (Specifically)

Film
Video
PowerPoint
Cable
Other

SOME THINGS TO BE AWARE OF:

- *If your presentation is all organized sequentially on a flash drive, it will assure more cohesive presentation.*
- *If your presentation involves several people, or complex sequencing or technology, a DRESS REHEARSAL will assure a better outcome.*

For further information, contact Doris Fiotakis, 291-1641; dfio@WestonK12-ct.org