

PENN HIGH SCHOOL FACILITIES REQUEST FORM

EVENT: Robotics Banquet DATE: 5/11/16

ORGANIZATION: Robotics Team-Penn ATTENDANCE: Approx 120

PERSON SUBMITTING REQUEST: Carolyn Felonis PHONE # WORK: 574 2589588

SUPERVISOR OF EQUIPMENT: _____ PHONE # HOME: _____

DATE OF EVENT(S)	SET-UP BEGINS	EVENT BEGINS	EVENT ENDS
<u>May 11</u>	<u>5:00</u> AM <input checked="" type="radio"/> PM	<u>6:00</u> AM <input checked="" type="radio"/> PM	<u>9:00</u> AM <input checked="" type="radio"/> PM
_____	_____ AM <input type="radio"/> PM	_____ AM <input type="radio"/> PM	_____ AM <input type="radio"/> PM
_____	_____ AM <input type="radio"/> PM	_____ AM <input type="radio"/> PM	_____ AM <input type="radio"/> PM
_____	_____ AM <input type="radio"/> PM	_____ AM <input type="radio"/> PM	_____ AM <input type="radio"/> PM

LOCATION OF THE EVENT:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> CAFETERIA | <input type="checkbox"/> STAFF DINING | <input type="checkbox"/> LGL-B | <input type="checkbox"/> LGL-A |
| <input type="checkbox"/> CPA AUDITORIUM | <input type="checkbox"/> STUDIO THEATRE | <input type="checkbox"/> DANCE STUDIO-DOWN | <input type="checkbox"/> DANCE STUDIO-UPSTAIRS |
| <input type="checkbox"/> LIFE FITNESS CENTER | <input type="checkbox"/> PAL LAB | <input type="checkbox"/> POOL | <input type="checkbox"/> WEIGHT ROOM |
| <input type="checkbox"/> MAIN ARENA | <input type="checkbox"/> WEST BALCONY | <input type="checkbox"/> WRESTLING ROOM C | <input type="checkbox"/> EAST BALCONY |
| <input type="checkbox"/> AUX GYM | <input type="checkbox"/> WRITING CENTER | <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> ROOM # _____ |
| <input type="checkbox"/> CONFERENCE ROOM | <input type="checkbox"/> CONFERENCE ROOM B | <input type="checkbox"/> IMC | <input type="checkbox"/> CONFERENCE ROOM C |

EQUIPMENT NEEDED:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> TABLES | <input type="checkbox"/> HOW MANY <u>12 tables</u> | <input type="checkbox"/> SIZE 4' 6", and 12' FEET <u>12 that seat 12 and 6 long foldi tables</u> |
| <input type="checkbox"/> CHAIRS | <input type="checkbox"/> HOW MANY _____ | <input type="checkbox"/> ROUND TABLES _____ |
| <input checked="" type="checkbox"/> PODIUM | <input checked="" type="checkbox"/> MICROPHONE <u>2</u> | <input type="checkbox"/> OTHER _____ |

ENTRANCE (S) TO BE OPENED:

<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
<input type="checkbox"/> E	<input type="checkbox"/> F	<input type="checkbox"/> G	<input type="checkbox"/> J
<input type="checkbox"/> K	<input type="checkbox"/> L	<input type="checkbox"/> M	<input type="checkbox"/> _____

FOR OFFICE USE ONLY:

DATE _____ APPROVED _____

ADDITIONAL INFORMATION:

Podium & Microphones on 'stage'
Screen lowered

PLEASE NOTE IF YOU ARE USING THE CAFETERIA, PLEASE VERIFY SET-UP. CUSTODIANS DO NOT HAVE TIME TO REARRANGE FOR YOUR EVENT. THANK YOU!

SOUND SYSTEM
PLUG IN

folding
plain
table

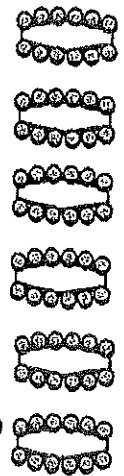
folding
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table

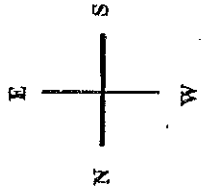
folding
plain
table



podium

2015
CAFETERIA
SET-UP

VENDING MACHINES



Seating	●	9	Trash
720		60-12 ft	Tables
280		33	Round Tables
30		1-Tall	Round Tables

12 SEATS TO A 12 FT TABLE
8 SEATS TO A ROUND TABLE
3 TALL CHAIRS TO A TALL ROUND TABLES