

BHS Auditorium Stage Needs Request Form

This form should be filled out by any party or individual interested in using the Bedford High School Auditorium and has a need for specific stage equipment and effects. The auditorium facility **MUST** be reserved through the Community Education Office and the appropriate building permits need to be filled out there.

Stage **NEEDS** concern the use of lighting, sound equipment, projector screens, podium, audio visual equipment, choir risers, music stands, pianos, curtains, spotlights, chairs and tables for the stage. (Garbage cans, tables, chairs for the lobby needs to be addressed on the building permit). A BHS trained student will assist you with these needs the day of your activity. (If lights and sound are required, two students will be assigned to this event). Productions by any group will be assessed a \$35.00 per night light usage fee as stated in the rental agreements issued by Community Education.

E-Mail form back to Mark Smith at mark.smith@bedford.k12.mi.us

Questions call 734-850-6131.

Event Date(s)		Time	
Contact Person		Phone Number	
Organization			
Address	City		Zip
Request Description:			

LIGHT TECHNICIAN:	HOURS _____ @ \$12.00 per hour = \$
SOUND TECHNICIAN:	HOURS _____ @ \$12.00 per hour = \$
SPOT LIGHT CONTROLLER 1:	HOURS _____ @ \$8.00 per hour = \$
SPOT LIGHT CONTROLLER 2:	HOURS _____ @ \$8.00 per hour = \$
STAGE HAND:	HOURS _____ @ \$6.00 per hour = \$