

## Audio Visual Discovery Form for Five Points' Reservations

**There will be no Audio-Visual available if not pre-arranged through this reservation.** Only trained certified volunteers may operate the Audio-Visual equipment for the Gym in Five Points.

- DATE and TIME of Event
  
- NAME of Event.
  
- YES or NO to Audio Visual Support.
  
- Describe what will happen at your event:
  
- How many people will be onstage and in what areas (for example, front and center speakers, full stage singing, use of risers)?
  
- Will you be using the extensions, or stage only?
  
- Will you be using additional platforms not on the stage?
  
- Will you need the use of the screens? Other A-V equipment?
  
- Will you be using the sound equipment? Describe (For example...live musicians, CD's, microphones):
  
- Will you be using lighting? (Describe- full stage, full gym, spotlight etc...)

**Note: Your reservation will not be confirmed until this form is completed and submitted with your room reservation request**

### Contact Information

**Name:**

**Email:**

**Phone:**