

## Procedure to Use PTA Sound Equipment

Committees who need sound for their event have two choices. The library has a single channel system with multiple microphones which they set up for use. Those who need a more sophisticated sound system can use the equipment purchased for the Fifth Grade Musical.

Committees who wish to use the PTA Sound Equipment should first contact the VP of Events to see if the equipment is available for the date(s) desired. (This should be done as early as possible in the event planning process.) Once the date has been cleared, a person must complete the following:

- 1) Complete a **REQUEST TO USE PTA SOUND EQUIPMENT** form which includes assigning an individual responsible for the equipment and knowing which pieces of equipment will be borrowed.
- 2) Submit the form to the VP of Events or PTA President at least one week before the equipment is needed.
- 3) Arrange to meet the VP of Events or PTA President to sign the equipment out and then back in when it is returned, reporting any damages at that time.