Oconto Falls High School

Work Order Form

Event:	Contact:
Phone:	Email:
Event Date(s) and Time(s):	
Setup/Rehearsal Date(s) and Time(s):	
Room(s) Requested: PAC Commons Band Room Choir Room Classroom Classroom Classroom	
Custodian Needed Opening Times: Building Doors Coat Room Event will be over (estimate)	
Do you request a pre-production meeting?	
If yes, when are you available?	
Do You Need: (Check all those that apply.) Orchestra Pit Cover Off Black Box Studio** Box Office Coat Room Dressing Rooms ** Steinway Concert Paino* Upright Piano* Dressing Rooms ** House Lighting Upright Piano* Divider Curtains Stands # Divider Curtains Closed Projector Conductor's Podium Divider Curtains Closed Projection Screen Backrail Yes No Laptop Computer Slide Projector Commons Sound System Microphones: Wireless; lavaliere # Microphones: Wireless; lavaliere	
Work Requested/Specific requests:	
Office Use Only:	
Assigned to:	
Date Completed: Completed by (signature):	
Time Required:	
Cost of Material: Authorized Signature:	

This form should be received at least one week prior to the event.