

Audio Equipment / Sound System Request Procedures

1. A detailed and completed sound request form (taken from the Event Activities Package) must be submitted to the Lifestyle Director no later than one week prior to the event. Other than in the case of an emergency request by the Board of Trustees, there will be no other exceptions. Verbal requests will not be accepted.
2. The form is to be completed with the pertinent information to assist the committee volunteer members in their equipment set up and operation of the sound system.
3. In the case where an entity (as with the social club) hosts monthly meetings, the person making the request must indicate the day and date of each month where indicated on the form. It is very important that the committee have the name, home and or cell phone numbers of the contact person if any questions should arise.
4. By giving a detailed description of the type of event, will further help the committee to understand what equipment and accessories will be needed in case the requestor is uncertain.
5. It is imperative that a contact name for outside entertainment be in touch with the sound committee chairperson with a list of equipment and accessories to have the members prepare and have ready for the performance.
6. Indicate the quantity of equipment and accessories needed in the appropriate space on the form.
7. After completing the form, keep a copy of the request for your records as it contains the phone numbers to call in the event of a cancellation.
8. The committee asks for your cooperation and consideration when an event is cancelled. Please notify us at least 24 hours in advance. Failure to notify the sound committee for cancellation of services may result in forfeiture of future requests.