

# SOUND REQUEST and SPECIAL ITEM REQUEST

Please submit at least 1 month prior to the event.

TODAY'S DATE _____	
ROOM:	_____
DATE OF EVENT:	_____ \
SOUND SETUP TIME:	_____
*SPECIAL REQUESTS:	MIC (CORDED OR CORDLESS) No. required: _____
	MIC STAND _____
	PODIUM _____
	DRY ERASE BOARD _____
	EASEL _____
	PIANO _____
	Additional items may be requested, but unavailable.
	_____
Auditorium:	Camera, DVD-Play/record, CD player, lights

\* (Items may not be available in all rooms)

## FOR OFFICE USE ONLY:

Has completed a separate room request form for each requested class, activity or event.

Date Form Received: \_\_\_ / \_\_\_ / \_\_\_ Time Received: \_\_\_:\_\_\_ a.m. p.m. \_\_\_:\_\_\_

Signature of person receiving the request: \_\_\_\_\_

Sunland Village East HOA 2145 South Farnsworth Drive, Mesa, AZ 85209 Activities Office: 480-380-0106