

# Request for Sound and Light Equipment

Date of Function \_\_\_\_\_ Time \_\_\_\_\_

Name of Club \_\_\_\_\_

Club Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Audio Tech\* \_\_\_\_\_ Phone # \_\_\_\_\_

\*Groups are responsible for making arrangements with Audio Crew Members

## Equipment Needed

\*\*Indicate Number Needed

\*\*Wired Handheld Mic \_\_\_\_\_ \*\*Wireless Handheld Mic \_\_\_\_\_

\*\*PZM Mic \_\_\_\_\_ \*\*Wireless Headset Mic \_\_\_\_\_

\*\*Mic Stands \_\_\_\_\_ \*\*Table Mic Stands \_\_\_\_\_

Podium Yes / No Podium Mic Yes / No (Circle)

Will an outside group be tying into our system? Yes / No

## Majestic Isles Audio Crew

Al Lynn 742-9937  
Jack Moss 742-9646  
Buddy Koch 736-4315  
Mel Burstein 734-8890  
Morris Berman 733-7790

Jerry Blacker 733-5683  
Ed Strauber 732-3344  
Howard Schultz 733-2720  
Phil Chermack 735-0695  
Erwin Silling 733-2240

# BALLROOM SET-UP

DATE \_\_\_\_\_

TIME \_\_\_\_\_



## BALLROOM AND KITCHEN CLEAN-UP REQUIREMENTS FOR GROUPS AND ORGANIZATIONS

The new Clubhouse and Ballroom is here for the enjoyment of all residents and organizations. Groups are required to complete the following basic cleaning following their use of the ballroom.

- Pick up large items from the ballroom and kitchen floor
- Wipe down counter tops
- Rinse out creamers and carafes and leave them on the counter
- Empty grounds from coffee pots, rinse them out, and leave them on the counter.
- ALL garbage bags are to be taken out to the dumpster

The Majestic Isles Janitor is responsible for cleaning the carafes, creamers, and coffee pots once they're rinsed out. She will mop the kitchen floor, vacuum the ballroom wipe down the tables, and clean the counter tops.

Groups and organizations who fail to do the above basic cleaning will be charged a clean up fee of up to \$100.

The Board of Directors  
Majestic Isles Association