



# R.N. Tydings Auditorium

## FACILITY USAGE CHECKLIST

The R.N. Tydings Auditorium staff strives to provide a quality experience for presenters and the community. Please contact the Tyson Ledgerwood at 575.433.0247 for your customized presenting needs. Fill out the following form and email to [ledgerwoodt@hobbsschools.net](mailto:ledgerwoodt@hobbsschools.net) and send a hard copy to Judy Abney at Central Office 1515 E. Sanger Street.

NAME OF EVENT: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

IF YOU PLAN TO USE AN OUTSIDE PRESENTER, PLEASE IDENTIFY: \_\_\_\_\_

IF FOR LECTURE PURPOSES, WHAT TOPICS WILL BE COVERED? \_\_\_\_\_

AUDIENCE DESCRIPTION: \_\_\_\_\_

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DATE(S) OF EVENT: \_\_\_\_\_

WALK THROUGH START & END TIME(S): \_\_\_\_\_

LOAD IN START & END TIME(S): \_\_\_\_\_

TECHNICAL REHEARSAL/MICROPHONE CHECK TIME: \_\_\_\_\_

PERFORMANCE START & END TIME(S): \_\_\_\_\_

LOAD OUT START & END TIME(S): \_\_\_\_\_

ON SITE TECHNICIAN SCHEDULE: \_\_\_\_\_

CUSTODIAL SCHEDULE: \_\_\_\_\_

SHELL/ORCHESTRA PIT/DROP SCHEDULE: \_\_\_\_\_

MAXIMUM NUMBER OF ATTENDEES: \_\_\_\_\_

INCLUDE ANY DETAILED RIDER IF AVAILABLE: \_\_\_\_\_

## Hobbs Municipal Schools Training Center and Tydings Auditorium Event Requirements

The Hobbs Schools Training Center and Tydings Auditorium Event Setup Requirement checklist was developed to assist customers when organizing trainings, lectures, panel discussions, workshops, meetings, conferences, etc. Not all items on the checklist will be relevant to every function.

Questions pertaining to the Checklist or requests for assistance should be directed to the Coordinator of Facility Scheduling at **575-433-0247** or [ledgerwoodt@hobbsschools.net](mailto:ledgerwoodt@hobbsschools.net)

Type of Event:

<input type="checkbox"/> <b>Theatrical Performance</b>	<input type="checkbox"/> <b>Meeting</b>	<input type="checkbox"/> <b>Lecture</b>	<input type="checkbox"/> <b>Company Training</b>	<input type="checkbox"/> <b>Workshop</b>
<input type="checkbox"/> <b>Video Conference</b>	<input type="checkbox"/> <b>Concert</b>	<input type="checkbox"/> <b>Conference</b>	<input type="checkbox"/> <b>Computer Training</b>	<input type="checkbox"/> <b>Panel Discussion</b>

- **Technical Support @ 575-433-0218**
- **Custodial @ 575-433-0200**

Contact Information:

Contact Person needs to be who the Coordinator will have most contact with regarding setups and any additional event questions.

**Name/Title:**

**Address:**

**Phone Number:**

**Fax Number:**

**Cell Phone Number:**

**Email:**