

## How to obtain equipment from the Idlewild Warehouse:

**THESE REQUESTS NO LONGER COME THROUGH THE ARTS EDUCATION DEPARTMENT !!! This change has been made in an effort to more effectively serve you and your school.**

**Examples of equipment available: Light Packages, Risers, Music Stands, Folding Chairs, Tables, Spotlight, Art Screens, etc.**

Submit your request using the SRS (ACT) Maintenance Work Order system. The data is keyed in exactly the same way that you would key a request to have the air conditioning turned on, or a broken window fixed. Lead Secretaries can do this at the schools.

Please be aware that all requests must be submitted *at least three weeks* in advance of the date that the items are needed.

Requests will be handled on a *first-received, first-reserved* basis.

No equipment can be reserved for more than a week.

The Electrical Department (David Prudhomme's staff) will assemble and strike light packages.

Local school personnel are responsible for setting up and taking down all other equipment delivered.

The following information must be in the text of your request:

- Date / Time of the program or event
- Date / Time that the equipment is to be delivered (leave sufficient time for the electricians to set it up – 24 hours prior to the event is recommended)
- Where the equipment is to be delivered
- What items are needed (be specific about type and quantity of items)
- Date / Time when the equipment can be picked up

**Your request will not be honored if it does not follow these parameters.**