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| **MECHANICS REQUEST FORM** |

**A Mechanics Request form needs to be completed for every event or meeting.**

For **Provincial Event** mechanics, complete and submit this form to [fedelej@bc-girlguides.org](mailto:fedelej@bc-girlguides.org).

**Event Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Presenter Name: |  | | | iMIS #: |  | |
| Event/Meeting Name: |  | | | | | |
| Email Address: |  | | | | | |
| Phone Number: |  |  | Cell Number: | | |  |
|  | *888-888-8888* |  |  | | | *888-888-8888* |
| Event Start Date: |  |  | Event End Date: | | |  |
|  | *mm-dd-yyyy* |  |  | | | *mm-dd-yyyy* |

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|  | **I do not require Mechanics for my Event.**  *If no mechanics are required, please check this box, do not complete the information below this section, save this document and submit it to* [fedelej@bc-girlguides.org](mailto:fedelej@bc-girlguides.org)*.* |

**Audio / Video (A/V) Equipment**

***\*Only fill in the A/V Section(s) corresponding to your venue(s).***

**A/V Equipment - \*GUIDE HOUSE ONLY**

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| --- | --- | --- |
|  | **ITEM** | **QUANTITY** |
|  | Blu-Ray Player | **N/A** |
|  | Extension Cords | Enter quantity |
|  | Laptop, **OR** | Enter quantity |
|  | *I will use my own laptop* | **N/A** |
|  | LCD Projector (for Purcell and Rocky only) | **N/A** |
|  | Microphone, CatchBox (for Purcell and Rocky only) | **N/A** |
|  | Microphone, Handheld (for Purcell and Rocky only) | **N/A** |
|  | Power Bars | Enter quantity |
|  | Speakers (Laptop) | Enter quantity |
|  | USB Charging Station | **N/A** |

**A/V Equipment – \*OFF SITE**

|  |  |  |
| --- | --- | --- |
|  | **ITEM** | **QUANTITY** |
|  | Extension Cords | Enter quantity |
|  | Laptop, **OR** | Enter quantity |
|  | *I will use my own Laptop* | **N/A** |
|  | LCD Projector | Enter quantity |
|  | Microphone - CatchBox | Enter quantity |
|  | Power Bars | Enter quantity |
|  | Public Announcement (PA) System (Portable) – incl. handheld Microphones | Enter quantity |
|  | Screen | Enter quantity |
|  | Speakers (Laptop) | Enter quantity |

**Supplies**

Please order items required for your session. Please check with staff member as to any restrictions involving adhering things to the walls at Guide House.

**Office Supplies & Stationery  
*Where drop-down menus are present, only fill them out for what you need.***

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| **ITEM** | **TYPE** | **COLOUR** | | | | | | **QUANTITY** | | | | | |
| **Adhesives** | Glue: Stick | N/A | | | | | | Enter quantity | | | | | |
| Glue: White | N/A | | | | | | Enter quantity | | | | | |
| Sticky Tak | Blue | | | | | | Enter quantity | | | | | |
| Tape: Duct | N/A | | | | | | Enter quantity | | | | | |
| Tape: Painters/Masking | N/A | | | | | | Enter quantity | | | | | |
| Tape: Scotch | N/A | | | | | | Enter quantity | | | | | |
| Tape: Two-sided | N/A | | | | | | Enter quantity | | | | | |
| **Drawing & Writing** | Highlighters | Multiple Colours | | | | | | Enter quantity | | | | | |
| Markers: Colouring | Multicolour pack | | | | | | Enter quantity | | | | | |
| Markers: Flip Chart (4/pk) | Multicolour pack | | | | | | Enter quantity | | | | | |
| Markers: Sharpies | Colour1 | Colour2 | | Colour3 | | Colour4 | Qnty1 | Qnty2 | | Qnty3 | | Qnty4 |
| Markers: Dry Erase (4/pk) | Multicolour pack | | | | | | Enter quantity | | | | | |
| Pencils: Colouring (24/pk) | Multicolour pack | | | | | | Enter quantity | | | | | |
| Pencils: Regular | N/A | | | | | | Enter quantity | | | | | |
| Pens | Colour1 | | Colour2 | | Colour3 | | Qnty1 | | Qnty2 | | Qnty3 | |
| White Board Markers (4/pk) | Multicolour pack | | | | | | Enter quantity | | | | | |
| **General Supplies** | Clips: Metal Binder | N/A | | | | | | Enter quantity | | | | | |
| Clips: Paper | N/A | | | | | | Enter quantity | | | | | |
| Flip Chart (Incl. easel/markers) | N/A | | | | | | Enter quantity | | | | | |
| Pencil Sharpener | N/A | | | | | | Enter quantity | | | | | |
| Rubber Bands | N/A | | | | | | Enter quantity | | | | | |
| Scissors | N/A | | | | | | Enter quantity | | | | | |
| Stapler | N/A | | | | | | Enter quantity | | | | | |
| White Board (incl. easel/markers) | N/A | | | | | | Enter quantity | | | | | |
| **Paper** | Construction (1 pad) | Multiple Colours | | | | | | Enter quantity | | | | | |
| Index Cards (100/pk) | N/A | | | | | | Enter quantity | | | | | |
| Lined (50/pk) | N/A | | | | | | Enter quantity | | | | | |
| Printer (blank, 50/pk) | White | | | | | | Enter quantity | | | | | |
| Post-it Note: 1.5” X 2” | Colour1: | | | Colour2: | | | # of pads1 | | | # of pads2 | | |
| Post-it Note: 3” X 3” | Colour1: | | | Colour2: | | | # of pads1 | | | # of pads2 | | |
| Post-it Note: 4” X 6” | Colour1: | | | Colour2: | | | # of pads1 | | | # of pads2 | | |

**Office Supplies & Stationery - OTHER**

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| **Please indicate, in sufficient detail, any other Office Supplies & Stationery you will need:** |
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**Mechanics – OTHER**

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| **Please indicate, in sufficient detail, any other requests, and we will accommodate as best we can:** |
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