|  |
| --- |
| **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.

**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* |

|  |  |
| --- | --- |
| [ ]  | **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*.*  |

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

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

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

|  |  |  |
| --- | --- | --- |
|  | **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.***

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

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

**Mechanics – OTHER**

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