

# WMS AUDITORIUM PROTOCOL

1. Contact Shana Roney (Auditorium Coordinator) at the middle school to check the availability of auditorium and reserve.
2. Fill out the "Needs Checklist for WMS Auditorium" [Needs Checklist](#)
3. Shana will...
  - \*arrange for needs based on the Checklist.
    - If technology is needed, tech department will be contacted
    - If microphones, lights, sound system, or instrument equipment is needed, the music department will handle.
    - If maintenance is needed, the maintenance department will be contacted
4. ANYONE using the auditorium for a class or movie, including Wednesday early release must be sure EVERYTHING is unplugged and turned off and all doors are closed and locked. This includes any time the "dummy box" is used.

## \*\*After school/evening events

\*Trained, WMS music department personnel should be arranged/hired to run sound and lights.

\*\*NO ONE can be in the booth at ANY time if they have not been trained at the middle school. Experience somewhere else does not necessarily mean a person is trained on the middle school boards.

\*\*All equipment, props, or brought in program items must be removed by the teacher/group immediately after the last performance/program. **Materials left behind will be disposed of.**

\*\*Everything on stage, backstage, and in the house seating area should be left as it was found.