

# PRIORITY CODES

The Fine Arts Center Manager can determine scheduling priorities within the yearly calendar. The FAC Manager will prioritize campus and district-based events within available dates. Events must be confirmed with the signing of the Reservation/ Rental Contract Form with the Fine Arts Center Manager and placed on the campus calendar.

<p><b>CAMPUS RESERVATIONS</b></p> <p><i>Including Campus High School Performing Arts, Contests, Competitions, Festivals, Clinics, Technical Rehearsals, Administrative Events, Organizations, Clubs (theatre, choir, band, orchestra, dance, UIL, counselors, principals, school organizations/awards)</i></p>	<p><b>Level A</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Requires trained Event Leader (Fine Arts Faculty Member or trained administrator/counselor) from the campus.</li><li><input type="checkbox"/> No technicians or rehearsal required during the event.</li><li><input type="checkbox"/> Use of two handheld microphones controlled through the SM Console</li><li><input type="checkbox"/> General House lights and presets controlled through the SM Console's Touch System.</li><li><input type="checkbox"/> Non-moving curtains.</li><li><input type="checkbox"/> Projector &amp; screen use for presentation.</li></ul> <p><b>Level B</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> One technician or trained Event Leader.</li><li><input type="checkbox"/> One technical rehearsal may be required by the FAC Manager.</li><li><input type="checkbox"/> Use of more than two microphones</li><li><input type="checkbox"/> Lighting changes beyond the SM Console preset (1-4 light cues).</li><li><input type="checkbox"/> Control booth use.</li><li><input type="checkbox"/> Traveling curtains.</li><li><input type="checkbox"/> One or more sound cues using the SM Console.</li><li><input type="checkbox"/> Projector controlled through the SM Console.</li></ul>
<p><b>DISTRICT RESERVATIONS</b></p> <p><i>Including Middle School Performing Arts, Contests, District Wide Elementary Performances, District Wide Non-Fine Arts Activities, Professional Development, Meetings, PTA (theatre, choir, band, orchestra, dance, UIL, district organizations, awards)</i></p>	<p><b>Level C</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Multiple technicians required.</li><li><input type="checkbox"/> Required technical rehearsals determined by FAC Manager.</li><li><input type="checkbox"/> Use of more than three microphones.</li><li><input type="checkbox"/> Required cue sheet.</li><li><input type="checkbox"/> Lighting changes requiring programming.</li><li><input type="checkbox"/> Traveling, flying curtains, and/or scenery.</li><li><input type="checkbox"/> Sound Cues requiring opening the booth and using the SM Console.</li><li><input type="checkbox"/> Video/Projector Cue(s) through SM Console.</li><li><input type="checkbox"/> Use of special effects such as fog, hazers, etc.</li><li><input type="checkbox"/> Using follow spots.</li></ul> <p><i>LEVEL C: Complete TECHNICAL SERVICES FORM for itemized quote aligned with FAC Manager Handbook.</i></p>
<p><b>NON-DISTRICT RENTALS</b></p> <p><i>Including outside performing groups and meetings; groups whose activities benefit the schools, students, or teachers, non-profit youth organizations, or civic, governmental, church, and political organizations</i></p>	<p><b>Level 1 &amp; 2</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Requires trained Fine Arts Faculty member and Student Technicians.</li><li><input type="checkbox"/> No rehearsal required during the event.</li><li><input type="checkbox"/> Use of two handheld microphones controlled through the SM Console</li><li><input type="checkbox"/> General House lights and presets controlled through the SM Console's Touch System.</li><li><input type="checkbox"/> Non-moving curtains.</li><li><input type="checkbox"/> Projector use.</li></ul> <p><b>Advanced Lighting/ Sound/ Curtain Usage</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Multiple technicians required.</li><li><input type="checkbox"/> Required technical rehearsals determined by FAC Manager.</li><li><input type="checkbox"/> Use of more than three microphones.</li><li><input type="checkbox"/> Required cue sheet.</li><li><input type="checkbox"/> Lighting changes requiring programming.</li><li><input type="checkbox"/> Traveling, flying curtains, and/or scenery.</li><li><input type="checkbox"/> Sound Cues requiring opening the booth and using the SM Console.</li><li><input type="checkbox"/> Video/Projector Cue(s) through SM Console.</li><li><input type="checkbox"/> Use of special effects such as fog, hazers, etc.</li><li><input type="checkbox"/> Using follow spots.</li></ul> <p><i>Complete TECHNICAL SERVICES FORM for itemized quote aligned with FAC Manager Handbook.</i></p>