

Good afternoon,

It's that time of year again folks (where has the time gone?). Time to reserve the auditorium for the 2017-2018 School Year!

Please Read This Carefully As The Reservation Process Has Changed.

This year we are moving away from the old electronic PDF request forms and onto an online form which should reduce communication errors and eliminate the finicky issues related to PFD forms. Please complete a separate submission for each event.

To book an event please fill out an online form by going to the following web link: <https://goo.gl/forms/U0t7zmDokYrPjMI73>

The Auditorium will be booked on a first request priority basis. Requests will be limited to Mosinee School District events only until **June 6th**. After which the auditorium will begin accepting requests from non-district groups and individuals.

The guidelines and procedures for filling out the request form can be found in the Rules and Policies document attached to this e-mail. Failure to correctly fill out the request form will delay approving the request until the error is resolved.

Please note: The rules and policies for the Auditorium have been updated this year. Please review them (see attached file).

Requests should be submitted via <https://goo.gl/forms/U0t7zmDokYrPjMI73>

Upon the submission of your request you will receive an email containing a copy of your request automatically. **This is not a confirmation.** Once I have reviewed your request and verified that the request is complete and the time slot is available a confirmation email will be sent to the contact person listed on your request form. If there are any issues I will communicate through email to resolve them. I ask that, once you have received an event confirmation, that you take the time to verify that it is correctly scheduled in the auditoriums Google Calendar. Sometimes mistakes happen, and it is better to catch them sooner than later.

You can access the auditorium calendar through the following link: https://calendar.google.com/calendar/embed?src=mosineeschools.org_4j4r5h3gfpknos4vfvhbqd78j0%40group.calendar.google.com&ctz=America/Chicago

If at any time you wish to change or update anything in your request you may do so through a shared google doc that you receive once you have submitted your request. **Please email JColdwell@mosineeschools.org after any change is made to your request. Failure to do so will result in the change not being communicated.**

Please make sure to get your events in sooner than later. Thank you, and I look forward to another amazing school year!

** Please note a section on the Auditorium Request form asking to specify **blackout dates**. If you do not wish to have any assemblies or meetings held in the auditorium because you will have decorations, a set, or props set up in the auditorium, you must request those specific dates. Rules on when and how black outs are acceptable can be found in the [Rules and Policies](#) document attached to this e-mail. Without an event requesting blackout dates, we may hold an assembly in the auditorium between rehearsals and performances. Most of these events will be in front of the Grand Drape and will not interfere with any set, decoration, or props on stage behind the Proscenium Arch.

*** Blackout Dates do not guarantee that other minor assemblies will not take place while the auditorium is not in use, but any event that is requested to take place during a blackout will be subject to the permission of the user who has reserved the blackout dates.

Thank you,

Joseph Jay Coldwell

Auditorium Coordinator & Technical Director

Creske Community Center Auditorium

Mosinee School District

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