



Warren Area High School

Return by FAX or e-mail to: 303-772-6422

klehman@creativelearningsystems.com

Attn: Kim Lehman, CLS Implementation Coordinator

Student Broadcast Studio Information Request Form

- The person you appoint as the contact must be available during the critical **four-week** period before installation. In addition, please appoint a backup contact person.
- Please provide us with the following information to facilitate shipping, installation, and training.

General Information

Main Contact / Project Manager:	_____	Phone: _____
Title:	_____	Fax: _____
Backup Contact:	_____	Phone: _____
Title:	_____	Fax: _____
School:	_____	Principal: _____
Address:	_____	Phone: _____
City, ST, Zip:	_____	

Room Renovation

- Person responsible for room renovation, construction: _____
Phone number(s): _____
 - Does he/she have a copy of the planview we created: ☐ Yes ☐ No
- Target date for completion of room renovation: _____
- Telephone installed? ☐ Yes ☐ No Number: _____

Please note: Electrical and data must be installed and operational prior to installation

Facility Equipment

- | | | | |
|--|--------------|---------------|--------------|
| | First Choice | Second Choice | Third Choice |
| ▪ Requested installation week / Monday's date: | _____ | _____ | _____ |
- Person responsible for sign-off of installation: _____
 - Does the school have a loading dock? ☐ Yes ☐ No
 - Does the school have access to a forklift? ☐ Yes ☐ No
 - What floor is the Studio on? _____
 - If not the ground level, is there an elevator? ☐ Yes ☐ No



Training & Facilitators

▪ Requested training week:

First Choice	Second Choice	Third Choice

Typically immediately following the studio installation - 2 days.

▪ Number of educators attending studio training _____

Name of primary Facilitator: _____

Phone Number: _____

e-mail address: _____

▪ Background experience: _____

Additional Information

▪ Is the facility accessible for evening/weekend installation? ☐ Yes ☐ No

▪ Are there any special security issues? ☐ Yes ☐ No
If yes, please give details

