

DIVISION OWNED SOUND and LIGHTING SYSTEM

Background

In order to ensure professional level sound reproduction at Northern Lights School Division No. 69 (NLSD) public events, the Board of Trustees authorized the purchase of a Division owned sound and lighting system. The quality of sound ensures that the audience can fully appreciate the presentation or performance that the Division has invested in.

Procedures

1. The Division owned sound and lighting system is to be used for Division public presentations and performances which require superior sound quality to ensure success. The Division owned sound and lighting system is not intended for entertainment purposes like school dances or sporting events.
2. The Division owned sound and lighting system should be booked at least two weeks in advance of its intended use to allow maintenance a reasonable opportunity to deliver the system to the event. (see Forms)
3. Principals of schools booking the Division owned sound and lighting system shall assign a contact person whose responsibility it is to:
 - a) Accept delivery and arrange for pickup
 - b) Inventory the equipment in and out
 - c) Authorize the repair or replacement of damaged or lost items while the system is in their care and control (school cost)
 - d) Be familiar with the set up requirements of the light and sound and its capabilities
 - e) Arrange for supervision of the system while in the care of the school
 - f) Ensure that the Division owned sound and lighting system is appropriately dismantled, repackaged, and ready for pickup by maintenance the following morning.
4. The Division will provide training on the proper use and handling of the Division sound and lighting system. Costs arising from the training (sub-costs) will be paid by the Division.
5. Priority for booking the Division owned sound and lighting system shall be given to system planned events before school based events. Priority conflicts amongst schools should be avoided however if necessary, the school with the largest intended audience will be granted priority use.