

**STUDENT TECHNOLOGY ASSISTANT  
HINGHAM HIGH SCHOOL BUILDING USE**

In order to use the technology provided at Hingham High School's facilities, you must hire a paid Student Technology Assistant to operate the technology during your event.

- It is strongly suggested to arrange a technology meeting with the Student Technology Assistant at least one week prior to event. Please contact the HHS Main Office (781) 741-1560 Ext. 2101 to arrange a technology meeting after school.
- Time sheet for Student Technology Assistants (see reverse side) are to be signed by the event person and include all preview and event hours for the Student Technology Assistant. (All time is rounded up and paid in 30 minute increments.)
- Student Technology Assistant turns in timesheet to Main Office/Payroll next school day.

Event Name: \_\_\_\_\_  
Event Person Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_

**I will need to project:**

\_\_\_\_\_ Personal Windows Laptop      \_\_\_\_\_ Personal Apple Laptop\*  
*\*(if you are bringing an Apple laptop, you will need to provide the Apple VGA adaptor)*  
\_\_\_\_\_ Other

**I will need access to:**

**Audio/Lighting:**

\_\_\_\_\_ Laptop Audio  
\_\_\_\_\_ Podium Microphone      \_\_\_\_\_ Handheld Microphone  
\_\_\_\_\_ Basic lighting changes      \_\_\_\_\_ Advanced lighting changes

*(Please provide a brief description of your lighting needs below)*

<b>Special Instructions:</b>

<b>Office Use Only</b> Recorded Building Use Book: _____ Student Tech Hired: _____ Building Manager copy: _____ Laptop Reserved: _____
12/16 MAB Drive/Building Use File/ Student Tech Assistant Instruction & Signup Equipment Form