



# ORCHARD FARM R-5 SCHOOL DISTRICT SPECIAL EVENT SETUP REQUEST

Submit request a minimum of 5 days prior to event date  
Email completed form to Tracy Heitmann at [theitmann@ofr5.com](mailto:theitmann@ofr5.com)

- Early Learning Center / Administration Building
- Discovery Elementary
- Orchard Farm Elementary
- Orchard Farm Middle School
- Orchard Farm Junior High School
- Orchard Farm High School

## **EVENT DETAILS**

**Date:** May 18, 2026  
**Event Name:** 8th Grade Promotion  
**Event Contact:** Casey Hulbert  
Event Start Time: 7:00p  
Event End Time: 8:00p

## **SETUP REQUIREMENTS** (custodial/facilities)

Space: JH Performance Center  
Estimated Number of People: 800+  
# of Tables Requested: 2  
# of Chairs Requested: 12 "good" chairs for Board Members on stage & 4 extra behind the tables  
Time Setup Can Begin: 1:30p  
Custodian(s) Required:  Yes  No

## **TECHNOLOGY REQUIREMENTS** (email copy to [helpdesk@ofr5.com](mailto:helpdesk@ofr5.com))

Special Electrical Needs:  Yes  No  
Special A/V Needs:  Yes  No  
 Sound  Computer/Projector  
 Cordless Microphone  Projector Screen

## **ADDITIONAL INFORMATION OR INSTRUCTIONS:**

- To prevent double booking, make sure your event is listed on the District's Activity Calendar.
- Please submit a Special Event Setup Request with a detailed layout to ensure your requirements can be completed.