

ORCHARD FARM R-V SCHOOL DISTRICT  
SPECIAL EVENT SET-UP REQUEST

- Early Learning Center/Administration  
 Discovery Elementary School  OF Elementary School  
 OF Junior High School  OF Middle School  OF High School

(FIVE DAY PRIOR NOTICE IS APPRECIATED)

Event Name: JH Film Club Premiere  
Day & Date: Friday, May 8th  
Time Event Starts: 2:22 pm  
Time Event Ends: 4:30 pm  
Staff Person Responsible: Nathan Bowman

**SETUP REQUIREMENTS (CUSTODIAL)**

Space: OFJH Commons  
Estimated Number of People: 100-200  
Number of Tables Needed:  
Number of Chairs Needed: 100-200. I will have a more accurate estimate the day prior  
Set Up Time: May 8th after lunch (around 12:30 pm)  
Custodian(s) Required:  Yes  No (fee may be assessed)

**TECHNOLOGY REQUIREMENTS**

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

**SPECIAL INSTRUCTIONS:** JH Commons has a projector, screen, and dock, but I would like them all ready to go. Additionally, I would prefer the big portable speakers over the house speakers, which are of questionable quality.

TO PREVENT DOUBLE BOOKING, MAKE SURE YOUR EVENT IS LISTED ON THE DISTRICT'S ACTIVITY CALENDAR .

PLEASE SUBMIT A SET-UP SHEET WITH A DETAILED LAYOUT TO THE APPROPRIATE DEPARTMENTS IN ORDER TO MEET YOUR SET-UP REQUEST ON TIME.

**FACILITIES ONLY**

Facilities approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Custodial notification: \_\_\_\_\_ Date: \_\_\_\_\_  
IT notification: \_\_\_\_\_ Date: \_\_\_\_\_