**ORCHARD FARM R-V SCHOOL DISTRICT**

**SPECIAL EVENT SET UP REQUEST**

**Early Learning Center** [x]  **Discovery Elementary** [ ]

**Orchard Farm Elementary** [ ]  **Middle School** [ ]  **High School** [ ]

**(FIVE DAY PRIOR NOTICE APPRECIATED)**

Event Name:  Meet the Candidate Night

Day & Date: Tuesday, March 12, 2019

Time Event Starts: 7:00 p.m.

Time Event Ends: 9:00 p.m.

Staff Person Responsible: Trina Becktol

Area/Classroom Used: Board Room

Outdoor Areas Used: n/a

Estimated Number of People: 50

Number of Tables Needed: 0

Number of Chairs Needed: 60 chairs minimum

Time Set Up Can Start:

Extra Security Required: [ ] Yes [x] No

Extra Custodian Required: [ ] Yes [x] No

Special Electrical Needs: [ ] Yes [ ] No

Special A/V Needs: [ ] Yes [ ] No

Special Instructions:

Regular board room tables - 2 will be set up in the front for the candidates. The remaining table can be lined against the front wall. Let's set up the room with the candidates in the front facing the doors and the remaining tables along the wall shared with the multipurpose room.

Audience chairs - please set up a minimum of 60 chairs. More can be set up to balance out the room.

**PLEASE COMPLETE SET-UP SHEET WITH DETAILED LAY OUT**

APPROVED BY: Trina Becktol DATE: 01/14/19