



ORCHARD FARM R-5 SCHOOL DISTRICT

SPECIAL EVENT SETUP REQUEST

Request should be submitted at least 5 days before event date.

- | | |
|--|--|
| <input type="checkbox"/> Early Learning Center | <input type="checkbox"/> Orchard Farm Middle School |
| <input type="checkbox"/> Discovery Elementary | <input checked="" type="checkbox"/> Orchard Farm High School |
| <input type="checkbox"/> Orchard Farm Elementary | |

EVENT INFORMATION

Date Thursday April 3 2025

Name Josten's Lunch Visit

Start Time 10:57

End Time 11:47

Area/Classroom Used: Commons

Outdoor Area: _____

Estimated Number of People _____

of Tables Requested 1

of Chairs Requested 1

Extra Custodian Required Yes No

Special Electrical Needs Yes No

Special A/V Needs Yes No

Additional Information or Instructions:

EVENT CONTACT PERSON Laura Winter

DATE REQUEST COMPLETED 1/23/25

Email completed form to Jamie Herring at jherring@ofr5.com