



ORCHARD FARM R-5 SCHOOL DISTRICT

SPECIAL EVENT SETUP REQUEST

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

- Request location options: Early Learning Center, Discovery Elementary, Orchard Farm Elementary, Orchard Farm Middle School, Orchard Farm High School.

EVENT INFORMATION

Event details form including Date (Thursday April 3 2025), Name (Josten's Class Ring Visit), Start Time (4:00:00 PM), End Time (6:00:00 PM), Area/Classroom Used (Entrance/Lobby), and various request checkboxes.

Additional Information or Instructions:

Event contact information: EVENT CONTACT PERSON (Laura Winter) and DATE REQUEST COMPLETED (1/23/25).

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