

ORCHARD FARM R-V SCHOOL DISTRICT

SPECIAL EVENT SET-UP REQUEST

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

(FIVE DAY PRIOR NOTICE IS APPRECIATED)

Event Name: Kindergarten Round up
Day & Date: Tuesday, April 8, 2025
Time Event Starts: 5pm
Time Event Ends: 6:15pm
Staff Person Responsible: Anna Whitaker

SETUP REQUIREMENTS (CUSTODIAL)

Space (Indoor or Outdoor): Multiplex & Cafe
Estimated Number of People: 100+
Number of Tables Needed: 3 tables in cafe
Number of Chairs Needed: 6 in cafe & 120+ in multiplex
Time Set Up Can Begin: after specials end at 2:55pm
Custodian(s) Required: Yes No

TECHNOLOGY REQUIREMENTS

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

SPECIAL INSTRUCTIONS:

- use only sound end of multiplex
- Bleachers pulled out
- podium

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

on 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.

BUILDING/FACILITIES APPROVAL

Building Approval:

Jenny Ditty

Date:

3/5/25

Facilities Approval:

Date:

Elementary Multi-Purpose Gym

(146 seating accommodation)

