

# 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:** Spring Party

**Day & Date:** April 11th, 2025

**Time Event Starts:** 2:30 pm

**Time Event Ends:** 4:30 pm

**Staff Person Responsible:** Molly Keegan

### SETUP REQUIREMENTS (CUSTODIAL)

**Space:** Gym, Library, FACS classroom, Art classroom, CATS room

**Estimated Number of People:** 200

**Number of Tables Needed:** 1 - In the old lobby to set up snack station

**Number of Chairs Needed:** 3 - in the old lobby for snack station workers

**Set Up Time:** Whenever the day of the party

**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:** We may need an electrical extension cord on the stage for the DJ.

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