

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: PAT Advisory Committee Lunch
Day & Date: April 14, 2015
Time Event Starts: 11:30
Time Event Ends: 12:30
Staff Person Responsible: Cindy Sullivan PAT

SETUP REQUIREMENTS (CUSTODIAL)

Space (Indoor or Outdoor): Board Room
Estimated Number of People: 20-25
Number of Tables Needed: 6-8
Number of Chairs Needed: 20-25
Time Set Up Can Begin:
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:

Set up in 17

tables
screen
tables & chairs
screen

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.

BUILDING/FACILITIES APPROVAL

Building Approval:

Date:

Facilities Approval:

Date: