

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: "28 Minutes Later" Premiere Showing

Day & Date: May 9th

Time Event Starts: 2:30pm

Time Event Ends: 4:30pm

Staff Person Responsible: Nathan Bowman

SETUP REQUIREMENTS (CUSTODIAL)

Space: JH Commons

Estimated Number of People: 180

Number of Tables Needed: 0

Number of Chairs Needed: 220

Set Up Time: 1:30pm

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: Chairs arranged toward the screen with an aisle in the middle. Trash cans around the seating area and by doors

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