

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: EOC Testing

Day & Date: Thursday, May 1 and Friday, May 2

Time Event Starts: 8:00 am

Time Event Ends: 3:00pm

Staff Person Responsible: Danielle Moradi

SETUP REQUIREMENTS (CUSTODIAL)

Space: Board Room at Early Learning Center and Conference Room

Estimated Number of People: 20

Number of Tables Needed: 10 tables

Number of Chairs Needed: 20 chairs

Set Up Time: 7:30 am

Custodian(s) Required: ☐ Yes ☒ No (fee may be assessed)

TECHNOLOGY REQUIREMENTS

Special Electrical Needs: ☒ Yes, Extra Chromebooks and Chargers ☐ No

Special A/V Needs: ☐ Yes ☒ No

☐ Sound ☐ Cordless Microphone ☐ Computer/Projector ☐ Projector Screen

SPECIAL INSTRUCTIONS: All tables and chairs facing the same way

Thursday, May 1 is from 8-11 am in the Board Room

Friday, May 2 is from 8-11 am in Board Room

Friday, May 2 is from 1-3 pm in Conference Room

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