

# 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:** Middle School Tour

**Day & Date:** May 2nd and May 21st

**Time Event Starts:** May 2nd: 1:00 May 21st: 12:15

**Time Event Ends:** May 2nd: 1:45 May 21st: 1:15

**Staff Person Responsible:** Ashley Avila

## SETUP REQUIREMENTS (CUSTODIAL)

Space: OFMS Gym

Estimated Number of People: Around 200

Number of Tables Needed: 0

Number of Chairs Needed: Bleachers pulled out

Set Up Time: May 2nd: 12:30pm May 21st: 11:50am

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:** All bleachers pulled out. Projector and screen with mic system in the middle of the gym.

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