

ORCHARD FARM R-V SCHOOL DISTRICT
SPECIAL EVENT SET UP REQUEST

Discovery Cafe X

(FIVE DAY PRIOR NOTICE APPRECIATED)

Event Name: Family Night
Day & Date: September 21, 2016
Time Event Starts: 6:30 PM
Time Event Ends: 7:30 PM
Staff Person Responsible: Jackie Evans
Area/Classroom Used: Discovery Cafe
Outdoor Areas Used: N/A
Estimated Number of People: 150
Number of Tables Needed: 6 + all lunch tables pulled out, placed like
for lunch
Number of Chairs Needed: 4
Time Set Up Can Start: 6:00 PM
Extra Security Required: Yes No
Extra Custodian Required: Yes No
Special Electrical Needs: Yes No
Special A/V Needs: Yes No

Special Instructions:

We need a chordless microphone, and we need an LCD projector connected to PA.

PLEASE COMPLETE SET-UP SHEET WITH DETAILED LAY OUT

APPROVED BY: _____

DATE: _____

