

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

**Elementary**    **Middle**    **High**    (check one)

**(FIVE DAY PRIOR NOTICE APPRECIATED)**

Event Name: 2018 Spelling Bee

Day & Date: Thursday, January 18, 2018

Time Event Starts: 1:30 PM

Time Event Ends: 2:30 PM

Staff Person Responsible: Jackie Evans

Area/Classroom Used: Multiplex

Outdoor Areas Used: N/A

Estimated Number of People: 277 students, 40 parents

Number of Tables Needed: 1

Number of Chairs Needed: 45

Time Set Up Can Start: 1:00 PM

Extra Security Required:       Yes  No

Extra Custodian Required:     Yes  No

Special Electrical Needs:       Yes  No

Special A/V Needs:              X Yes  No  
   microphone

Special Instructions:

1. All bleachers pulled out
2. Three microphones: podium, tall mic stand, tabletop mic stand

**PLEASE COMPLETE SET-UP SHEET WITH DETAILED LAY OUT**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

