

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

Elementary  Middle  High  (check one)

(FIVE DAY PRIOR NOTICE APPRECIATED)

Event Name: Veterans Day Assembly  
Day & Date: Friday, November 10, 2017  
Time Event Starts: 8:00 AM  
Time Event Ends: 11:00 AM  
Staff Person Responsible: Alyse Johnson and Carolyn Kleeschulte  
Area/Classroom Used: HS Gym and Commons  
Outdoor Areas Used: HS Gym Parking Lot Reserved for Veterans and Guests Parking (Please give HS students in this lot an alternative spot this day.)

Estimated Number of People: Approx. 550

Number of Tables Needed: Gym - None

Number of Chairs Needed: Gym - 85 Chairs

Time Set Up Can Start: 7:30 AM

Extra Security Required:  Yes  No

Extra Custodian Required:  Yes  No

Special Electrical Needs:  Yes  No

Special A/V Needs:  Yes  No

Special Instructions: SEE SECOND SLIDE/ ATTACHED PAGE

**X**

PLEASE COMPLETE SET-UP SHEET WITH DETAILED LAY OUT

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

11-10

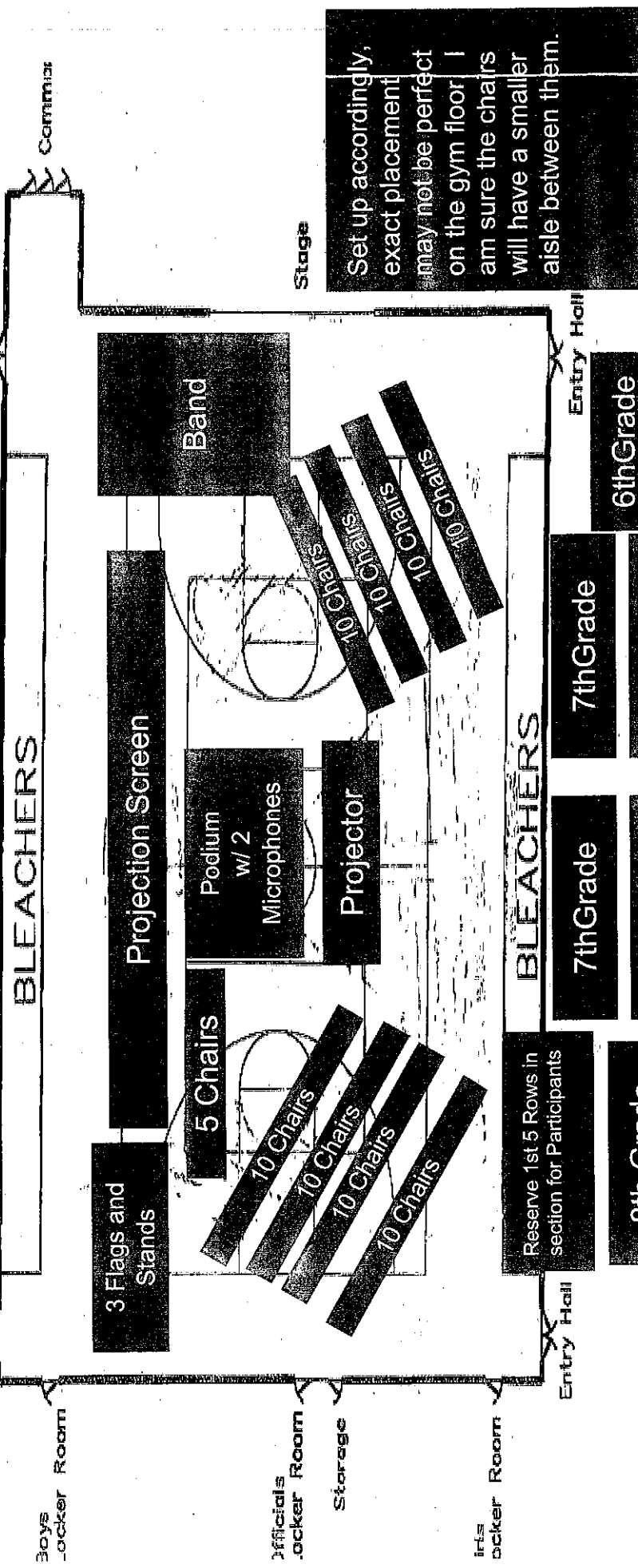
HS

# OHHS Gymnasium

## Veterans Day Assembly - 11/10/17

Exit to South Lot

Exit to South Lot



Boys Locker Room

Officials Locker Room

Storage

Girls Locker Room

Entry Hall

Reserve 1st 5 Rows in section for Participants

8th Grade

7th Grade

8th Grade

7th Grade

6th Grade

6th Grade

Entry Hall

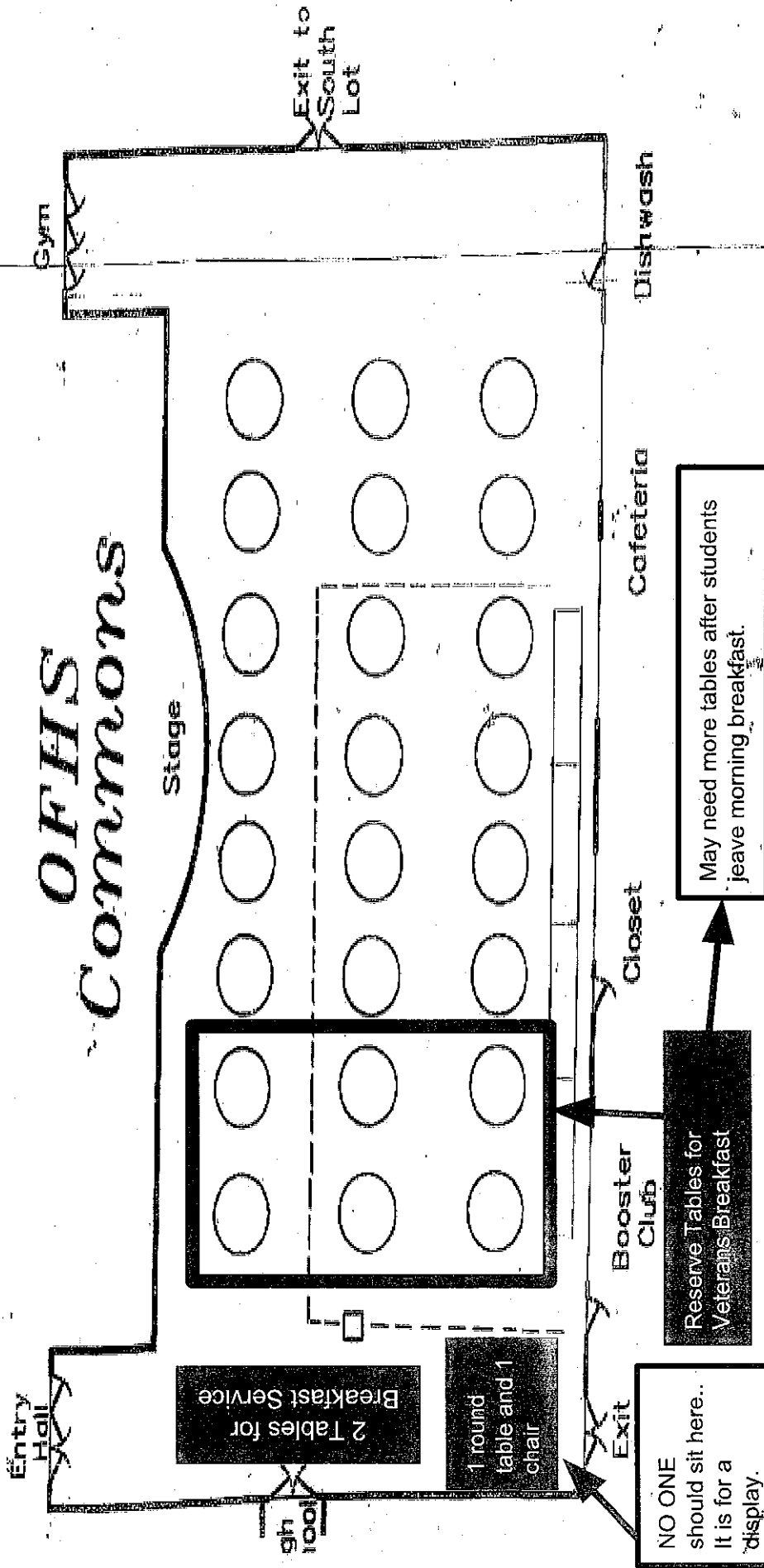
Stage

Set up accordingly, exact placement may not be perfect on the gym floor. I am sure the chairs will have a smaller aisle between them.

Comm. 12

Scanned OCR

# Veterans Day Breakfast - 11/10/17



Stage

## OFHS Commons

Entry Hall

Gym

Exit to South Lot

Dishwash

Cafeteria

Closet

Booster Club

Exit

2 Tables for Breakfast Service

1 round table and 1 chair

Reserve Tables for Veterans Breakfast

May need more tables after students leave morning breakfast.

NO ONE should sit here.. It is for a display.

Special Instructions: -

Contact Teachers - Carolyn Kleeschulte and Alyse Johnson

1. Set up can begin before school on Friday, November 10, 2017 - *We will be entering the gym around 8:45 AM.*
2. Special Equipment Needed: *Large Screen, Projector, Podium, and 2 Microphones.*
3. We will need the High School's three flags: *American Flag, Missouri Flag, and POW Flag.*
4. Need Technology Department to set up screen and projector.
5. Wes Scott will hook up sound into the system.
6. Band will set up their own chairs.
7. **PLEASE BRING SCREEN AND PROJECTOR** and set up according to map. Technology will also be recording/streaming the assembly.
8. The Assembly will end around 10:15 for cleanup.