

2/10/17
o Tracy Heitman
o Mike Ochs
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10/13/17

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

DiscoveryX

(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: Christy Bigogno
Area/Classroom Used: Gym
Outdoor Areas Used: N/A
Estimated Number of People: 204 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 XNo
Extra Custodian Required: Yes XNo
Special Electrical Needs: Yes XNo
Special A/V Needs: XYes No
3 microphones needed
Special Instructions:

1. All bleachers pulled out
2. Three microphones: podium, tall mic stand, tabletop mic stand
3. Stage doors open and lights on

PLEASE COMPLETE SET-UP SHEET WITH DETAILED LAY OUT

APPROVED BY: DeBorja

DATE: 10-17-17

