

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

**Name of the person requesting setup:**

**Elementary**

**Middle X**

**High**

**(FIVE DAY PRIOR NOTICE APPRECIATED)**

Event Name: MS Sports Recognition Night

Day & Date: Monday, January 22, 2018

Time Event Starts: 6:00 PM

Time Event Ends: 7:00 PM

Staff Person Responsible: Mr. Klostermann and Miss. Staples

Area/Classroom Used: HS Commons

Outdoor Areas Used:

Estimated Number of People: 200

Number of Tables Needed: 5 rectangular (one on stage and 4 in back of room)

Number of Chairs Needed: Round tables and chairs

Time Set Up Can Start: After school lunch

*(Please type "yes" or "no" for the following)*

Extra Security Required:

Extra Custodian Required:

Special Electrical Needs: Microphone by podium

Special A/V Needs:

Special Instructions:

Please, leave out all round tables and chairs

Podium and mic on stage

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

APPROVED BY: Staples

DATE: 12/1/2017