

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: **5th Grade Parent Night**

Day & Date: **Thursday, May 17, 2018**

Time Event Starts: **6:30 pm**

Time Event Ends:

Staff Person Responsible: **Keith and Michelle**

Area/Classroom Used: **MS Gym**

Outdoor Areas Used:

Estimated Number of People:

Number of Tables Needed:

Number of Chairs Needed: **Bleachers out**

Time Set Up Can Start: **After school**

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

Extra Security Required:

Extra Custodian Required:

Special Electrical Needs:

Special A/V Needs:

Special Instructions:

Podium, screen, projector/computer, microphone on gym floor facing bleachers

PLEASE COMPLETE SET-UP SHEET WITH DETAILED LAY OUT

APPROVED BY: Staples

DATE: 5/3/2018