

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

Name of the person requesting setup: Cassie Southards

Elementary Middle X High

(FIVE DAY PRIOR NOTICE APPRECIATED)

Event Name: MS Spelling Bee

Day & Date: Friday January 25, 2019 (makeup: Feb. 1st, 2019)

Time Event Starts: 8 AM

Time Event Ends: 9 AM

Staff Person Responsible: Michelle Staples and/or Marnie Wineberg

Area/Classroom Used: Middle School Gym

Outdoor Areas Used:

Estimated Number of People:

Number of Tables Needed: 1

Number of Chairs Needed: 22

Time Set Up Can Start:

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

Extra Security Required: no

Extra Custodian Required: no

Special Electrical Needs: no

Special A/V Needs: no

Special Instructions: SEE ATTACHED SETUP

PLEASE COMPLETE SET-UP SHEET WITH DETAILED LAY OUT

APPROVED BY: Staples

DATE: 11/28/2018