

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

**NAME OF PERSON REQUESTING SETUP:**

*(Note: The person who fills out this form is ultimately responsible for making sure everything is put back in its place after the event, i.e., A/V equipment, etc.)*

Elementary       Middle       High       (check one)

**(FIVE DAY PRIOR NOTICE APPRECIATED)**

Event Name: Soccer Senior Night

Day & Date: 10/25/19

Time Event Starts: following soccer game - 6:30 pm

Time Event Ends: 8 pm

Person Responsible for Take-Down: Dawn Orndorff ext 224

Area/Classroom Used: Performance Center

Outdoor Areas Used: Concession Stand

Estimated Number of People: 60

Number of Tables Needed:

Number of Chairs Needed:

Time Set Up Can Start:

Extra Security Required:  Yes  No

Extra Custodian Required:  Yes  No

Fee for Custodian?  Yes  No

Special Electrical Needs:  Yes  No

Special A/V Needs:  Yes  No

dorndorff@ofns.com

Special Instructions:

If weather permits we will use concession area and stay outside.

We will need: 4 long white tables outside

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

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

DATE: \_\_\_\_\_

