



ORCHARD FARM R-5 SCHOOL DISTRICT

SPECIAL EVENT SETUP REQUEST

Request should be submitted at least 5 days before event date.

- Early Learning Center
- Discovery Elementary
- Orchard Farm Elementary
- Orchard Farm Middle School
- Orchard Farm High School

EVENT INFORMATION

Date Monday, November 20th, 2023

Name SAT10 Gifted Testing

Start Time 9:15 AM

End Time 1:45 PM

Area/Classroom Used: Board Room

Outdoor Area: n/a

Estimated Number of People: 15

of Tables Requested 7

of Chairs Requested 15

Extra Custodian Required Yes No

Special Electrical Needs Yes No

Special A/V Needs Yes No

Additional Information or Instructions:

I need 2 chairs at each table for students to be spread out while taking an assessment.

EVENT CONTACT PERSON Amy Speh

DATE REQUEST COMPLETED November 10, 2023

Email completed form to Jamie Herring at jherring@ofr5.com