

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

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

(FIVE DAY PRIOR NOTICE APPRECIATED)

Event Name: Reading Intervention Brag and Breakfast

Day & Date: Thursday, Dec. 14th

Time Event Starts: 7:45

Time Event Ends: 9:00

Staff Person Responsible: Shelly Stephens

Area/Classroom Used: Stage

Outdoor Areas Used: —

Estimated Number of People: 70

Number of Tables Needed: 12

Number of Chairs Needed: 62

Time Set Up Can Start:

Extra Security Required:       Yes       No

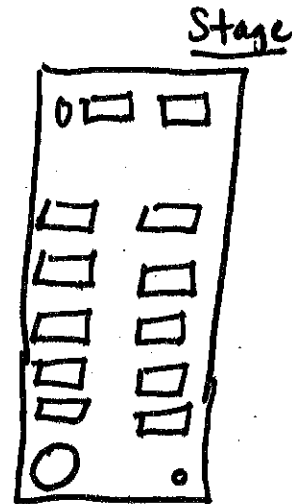
Extra Custodian Required:       Yes       No

Special Electrical Needs:       Yes       No

Special A/V Needs:       Yes       No

Special Instructions:

2 Tables on back wall,  
10 set up to the sides  
w/6 chairs, round table  
at the front, 2 Trash cans



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

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

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