

**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:  
Day & Date:  
Time Event Starts:  
Time Event Ends:  
Staff Person Responsible:  
Area/Classroom Used:  
Outdoor Areas Used:  
Estimated Number of People:  
Number of Tables Needed:  
Number of Chairs Needed:  
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:

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

Submitted By:  
Date:

*Email completed form to the Executive Director of Operations  
dstuermann@ofr5.com*