

FAIRWAY RECREATION CENTER

SET UP REQUEST

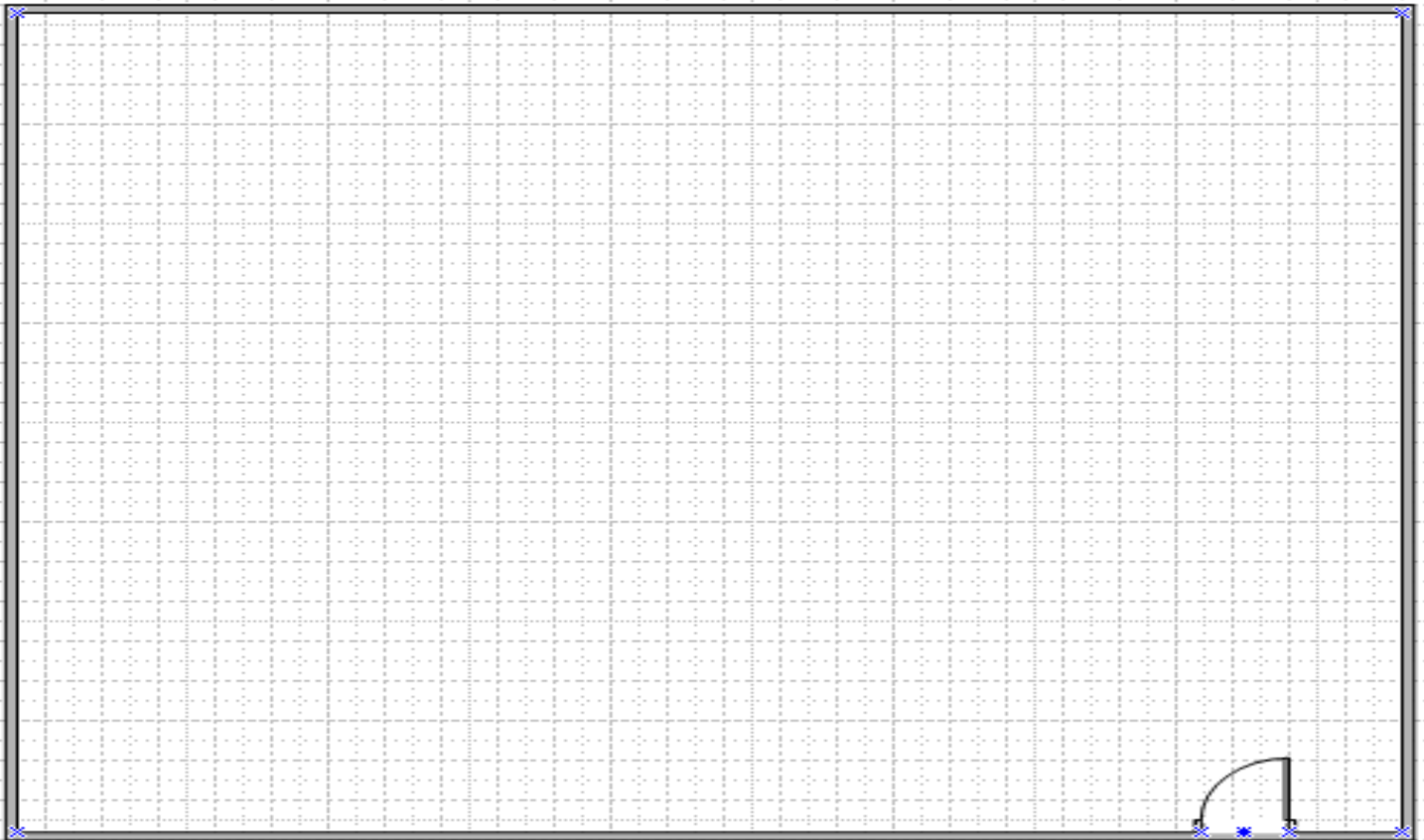
MEETING ROOM

Club/Event \_\_\_\_\_

Responsible Party \_\_\_\_\_ RCSC # \_\_\_\_\_ Phone # \_\_\_\_\_

Event Date \_\_\_\_\_ Event Hours \_\_\_\_\_ to \_\_\_\_\_ Load In \_\_\_\_\_

Sound Tech needed \_\_\_\_\_ Hrs. \_\_\_\_\_ at \$30 per hour



6' Tables \_\_\_\_\_ 60" rounds \_\_\_\_\_ Card Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Risers/size \_\_\_\_\_

Coffee Pots \_\_\_\_\_ Arch \_\_\_\_\_ Easel \_\_\_\_\_ Screen \_\_\_\_\_

Podium/Mic \_\_\_\_\_ Wireless Mic \_\_\_\_\_ Projector \_\_\_\_\_ Computer Connection Type \_\_\_\_\_

**(RCSC Custodial Crew, please tape all cords down and cover with floor mats/rugs if required)**

Entered in: Computer \_\_\_\_\_ Emailed \_\_\_\_\_ Book \_\_\_\_\_ Calendar \_\_\_\_\_ Mailed \_\_\_\_\_ A/V \_\_\_\_\_

**SET-UP SHEETS REQUIRED 4 WEEKS PRIOR TO YOUR SCHEDULED EVENT!**

Event Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

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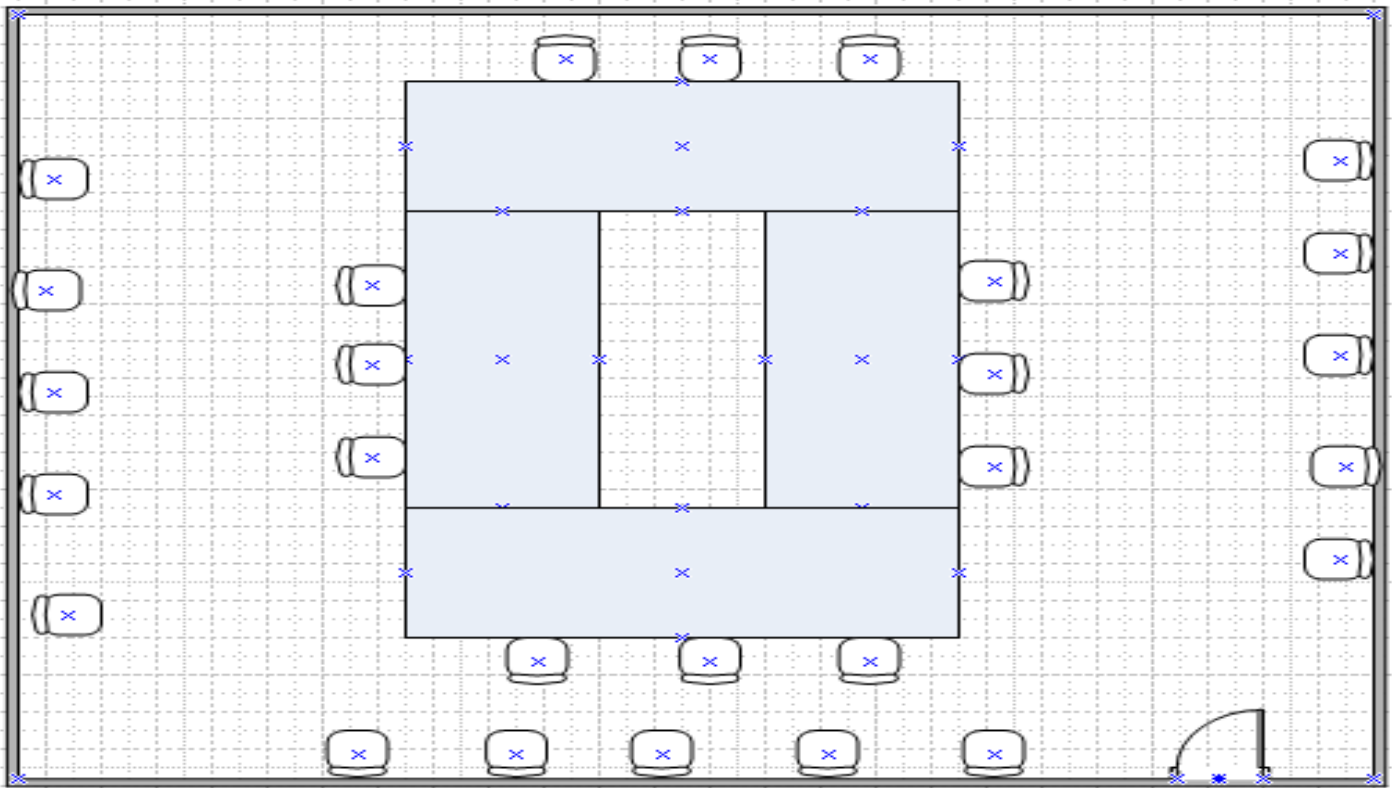
MEETING ROOM w/ Set-up

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