

SUNDIAL RECREATION CENTER

SET UP REQUEST

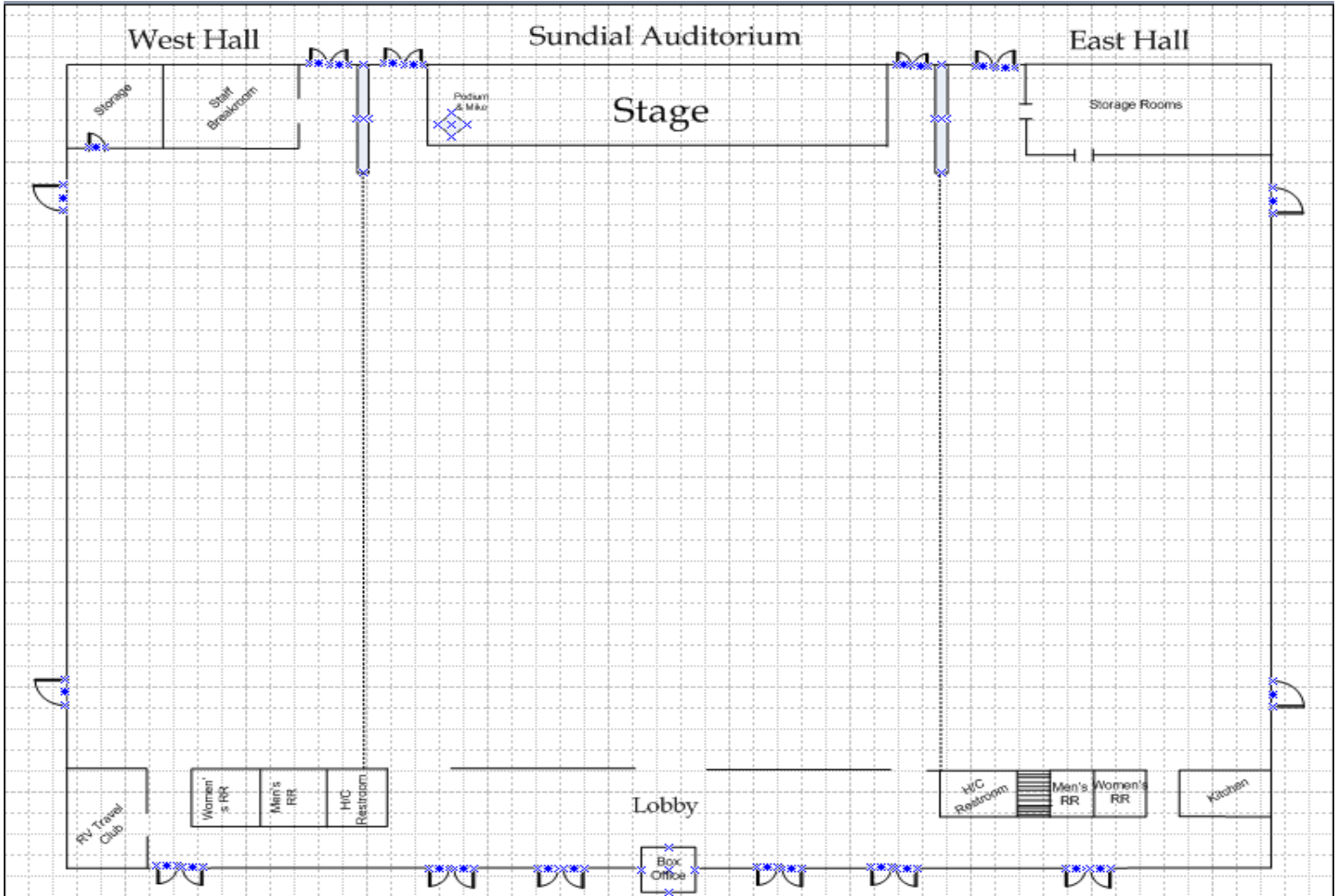
AUDITORIUM/EAST/WEST HALLS

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 _____