

# BELL RECREATION CENTER

## SET UP REQUEST

## SOCIAL HALLS

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

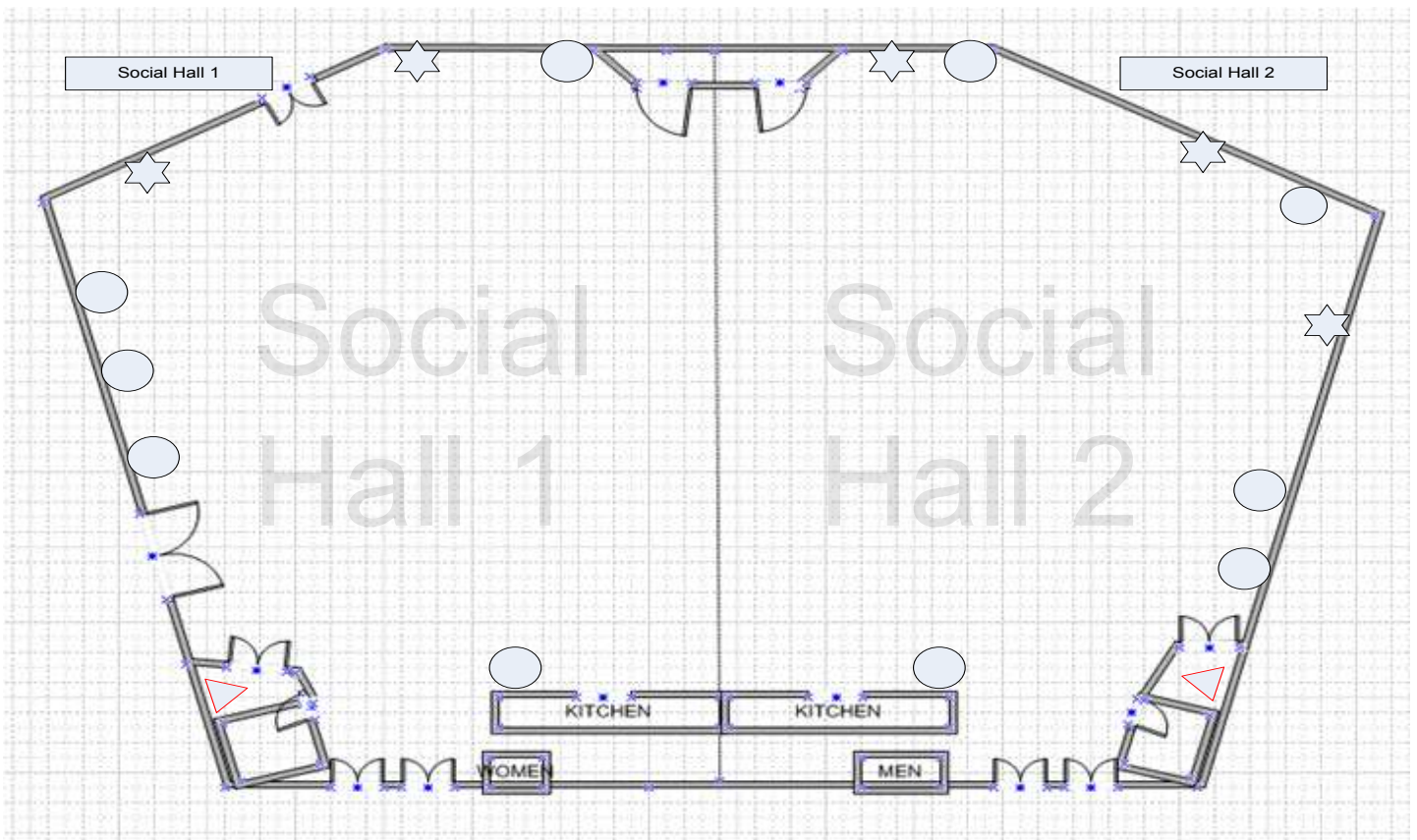
Responsible Party \_\_\_\_\_ RCSC # \_\_\_\_\_ Phone # \_\_\_\_\_

Event Date \_\_\_\_\_ Pre-Event \_\_\_\_ to \_\_\_\_ Event \_\_\_\_ to \_\_\_\_ Event Clean-Up \_\_\_\_ to \_\_\_\_

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

Entered in: RecTrac \_\_\_\_\_ Scanned \_\_\_\_\_ Emailed \_\_\_\_\_ A/V \_\_\_\_\_ Clubs Agent Initials \_\_\_\_\_

△ = Fire Extinguisher   
 ☆ = Audio/Visual   
 ○ = Electrical Outlet



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)

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

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

# BELL RECREATION CENTER

**SET UP REQUEST**

**160 Set Up 1 Hall**

**SOCIAL HALLS**

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

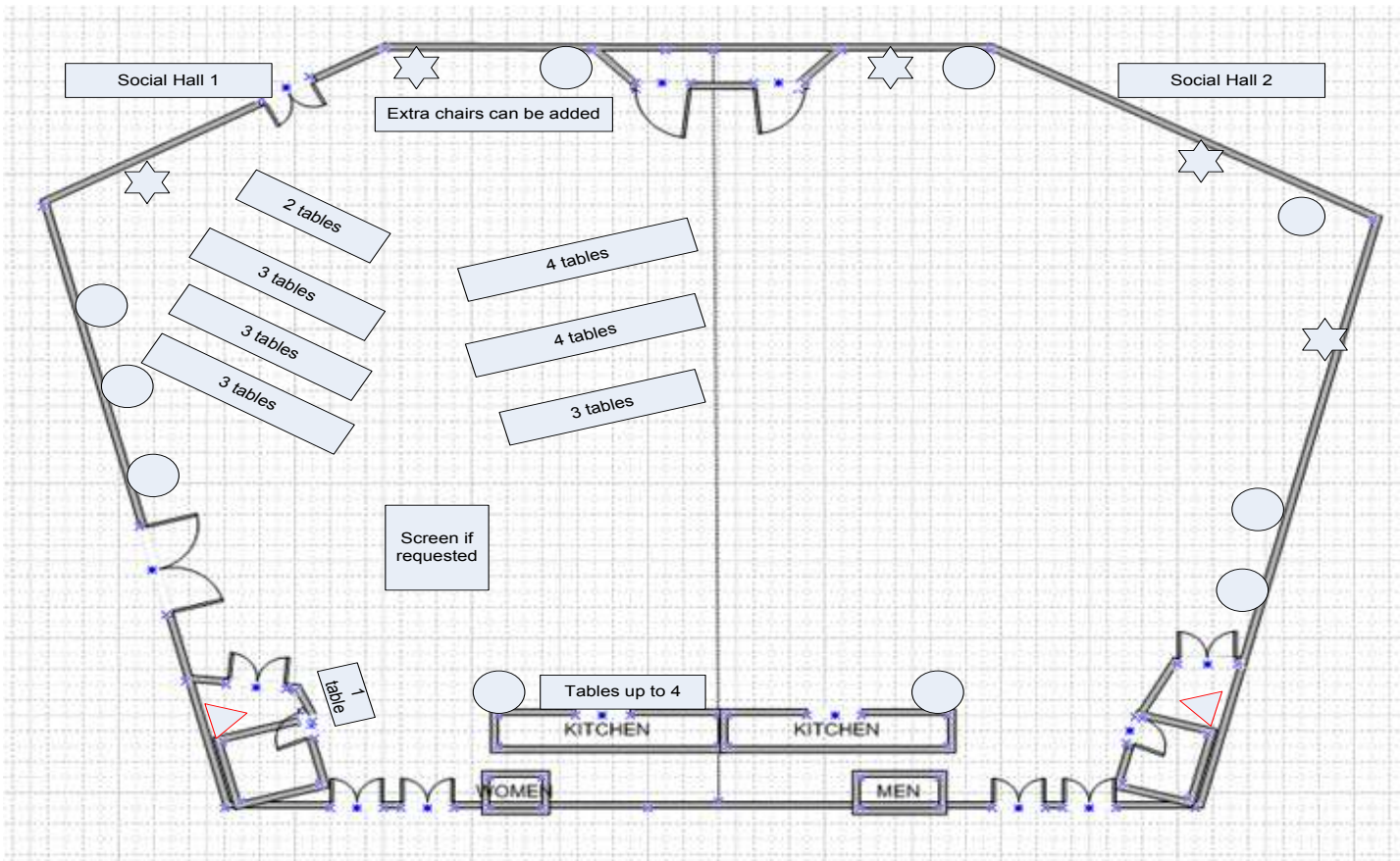
Responsible Party \_\_\_\_\_ RCSC # \_\_\_\_\_ Phone # \_\_\_\_\_

Event Date \_\_\_\_\_ Pre-Event \_\_\_\_ to \_\_\_\_ Event \_\_\_\_ to \_\_\_\_ Event Clean-Up \_\_\_\_ to \_\_\_\_

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

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△ = Fire Extinguisher    ☆ = Audio/Visual    ○ = Electrical Outlet



6' Tables   30   60" rounds \_\_\_\_\_ Card Tables \_\_\_\_\_ Chairs  160  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)

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

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