### **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 a	t \$30 per hour					
Entered in: RecTrac	Scanned	Emailed	_ A/V	Clubs Agent Initials			
	$\frac{1}{2}$ = Fire Extinguisher $\int_{0}^{\infty}$	∑ = Audio/Visual	= Electri	cal Outlet			
Social Hall 1		VIV		Social H	Hall 2		
	ocial		5(0)(	oial 1 A			
5 m		HEN KITC					
	M.M. NOME		MEN				
6' Tables 60" r	ounds Card Ta	ables C	hairs	_ Risers/size			
Coffee Pots	Arch	Easel	S	creen	_		
	Wireless Mic Crew, please tape all cor						
	-UP SHEETS REQUIRED 4						
Event Contact Person		Phone					

## **BELL RECREATION CENTER**

# **SET UP REQUEST**

# 160 Set Up 1 Hall

### SOCIAL HALLS

Club/Event							
Responsible Party		RCS	RCSC #		Phone #		
Event Date	Pre-Event _	to	Eventt	to Eve	nt Clean-Up	to	
Sound Tech needed	Hrs	_ at \$30 per ho	our				
Entered in: RecTrac	Scanned	Emailed	A,	/v	Clubs Agent Initials		
	Fire Extinguisher	∑ = Audio/V	'isual 🔵	= Electrical O	utlet		
Social Hall 1  2 lables 3 lables 3 tables	A tab  A tab  A tab  Screen if requested	lles	KÎTCHÊN		Social I	Hall 2	
5' Tables <u>30</u> 60" roui	nds Card						
Coffee Pots	Arch	Eas	sel	Scree	1	_	
Podium/Mic Win				•		<del></del>	
(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 Phone							