

# LAKEVIEW RECREATION CENTER

## SET UP REQUEST

## VIEWPOINT HILL GAZEBO

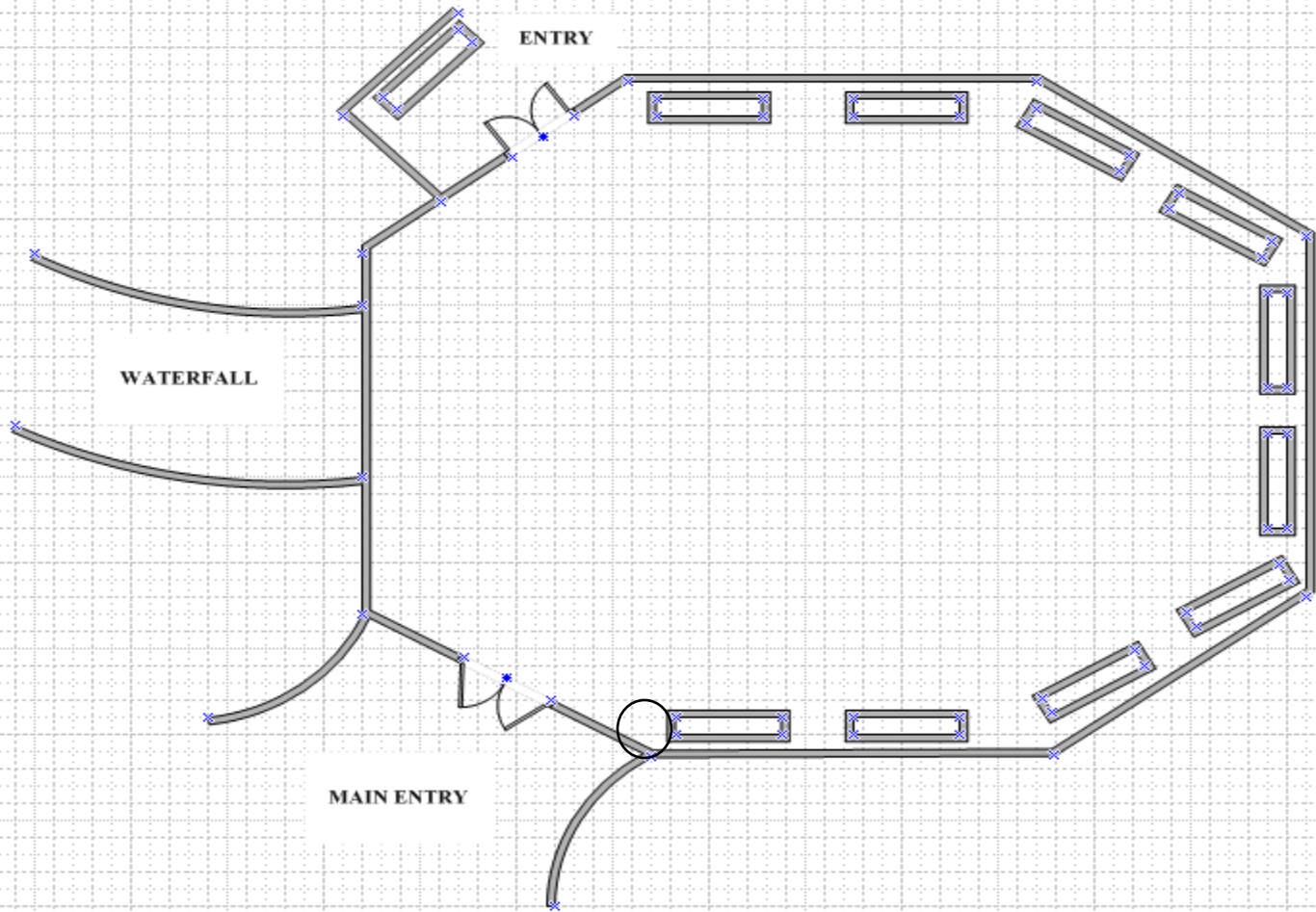
Club/Event \_\_\_\_\_

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

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

Sound Tech needed \_\_\_\_\_ Hrs. \_\_\_\_\_ at \$30 per hour **NO MOTORIZED VEHICLES**

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



○ = Electrical Outlet (ONLY ONE)

6' Tables \_\_\_\_\_ 60" rounds \_\_\_\_\_ Card Tables \_\_\_\_\_ Chairs \_\_\_\_\_

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 \_\_\_\_\_