

RCSC RECREATION CENTER

SET UP REQUEST

MARINETTE AUDITORIUM

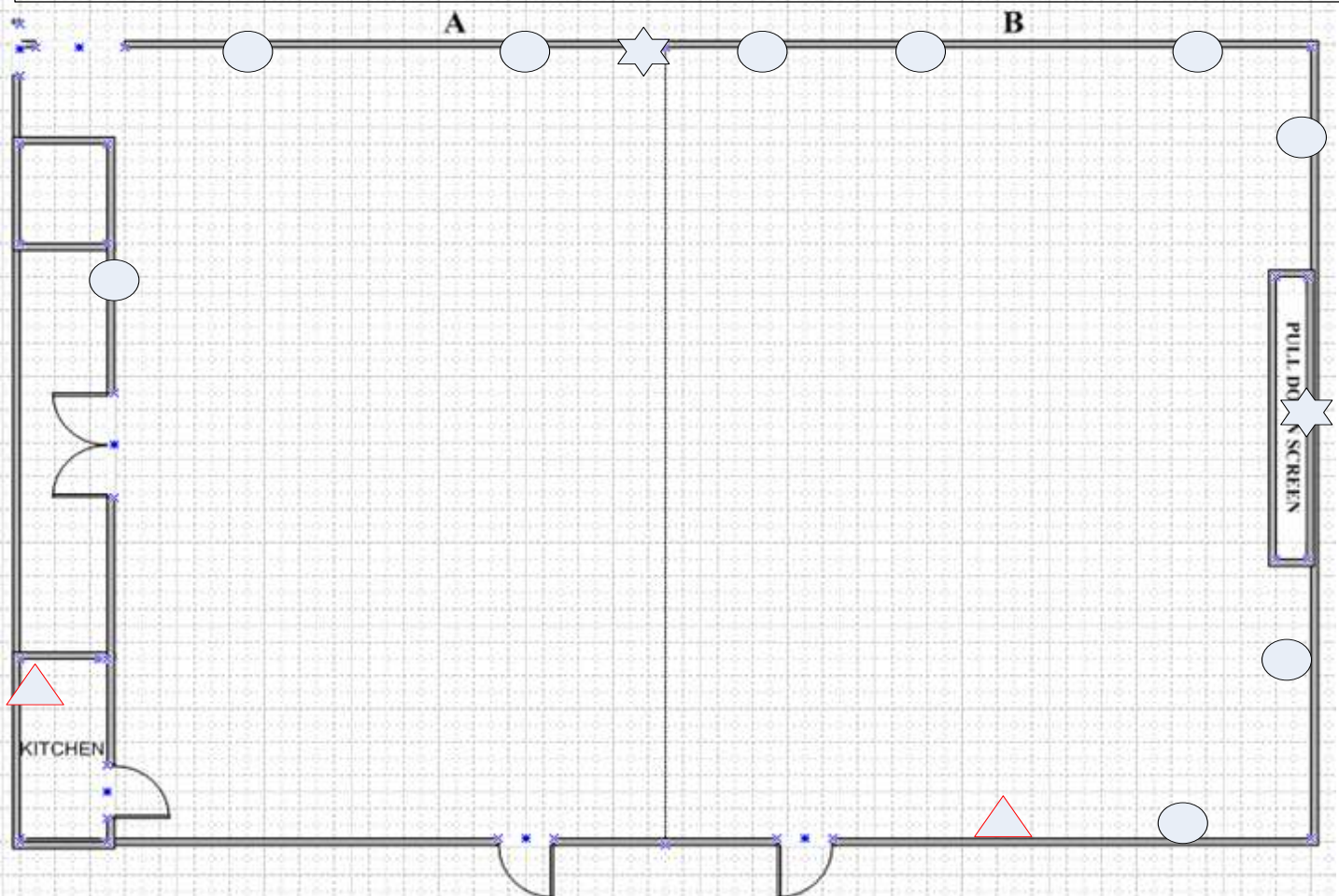
Club/Event _____

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: RecTrak _____ Scanned _____ Emailed _____ A/V _____ Clubs Agent Initials _____



○ = Electrical Outlet

☆ = Audio Visual

△ = Fire Extinguisher

6' Tables _____ 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 _____ Calendar _____ A/V _____ Clubs Agent Initials _____

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

Event Contact Person _____ Phone _____