

MARINETTE RECREATION CENTER

SET UP REQUEST

SOCIAL HALL

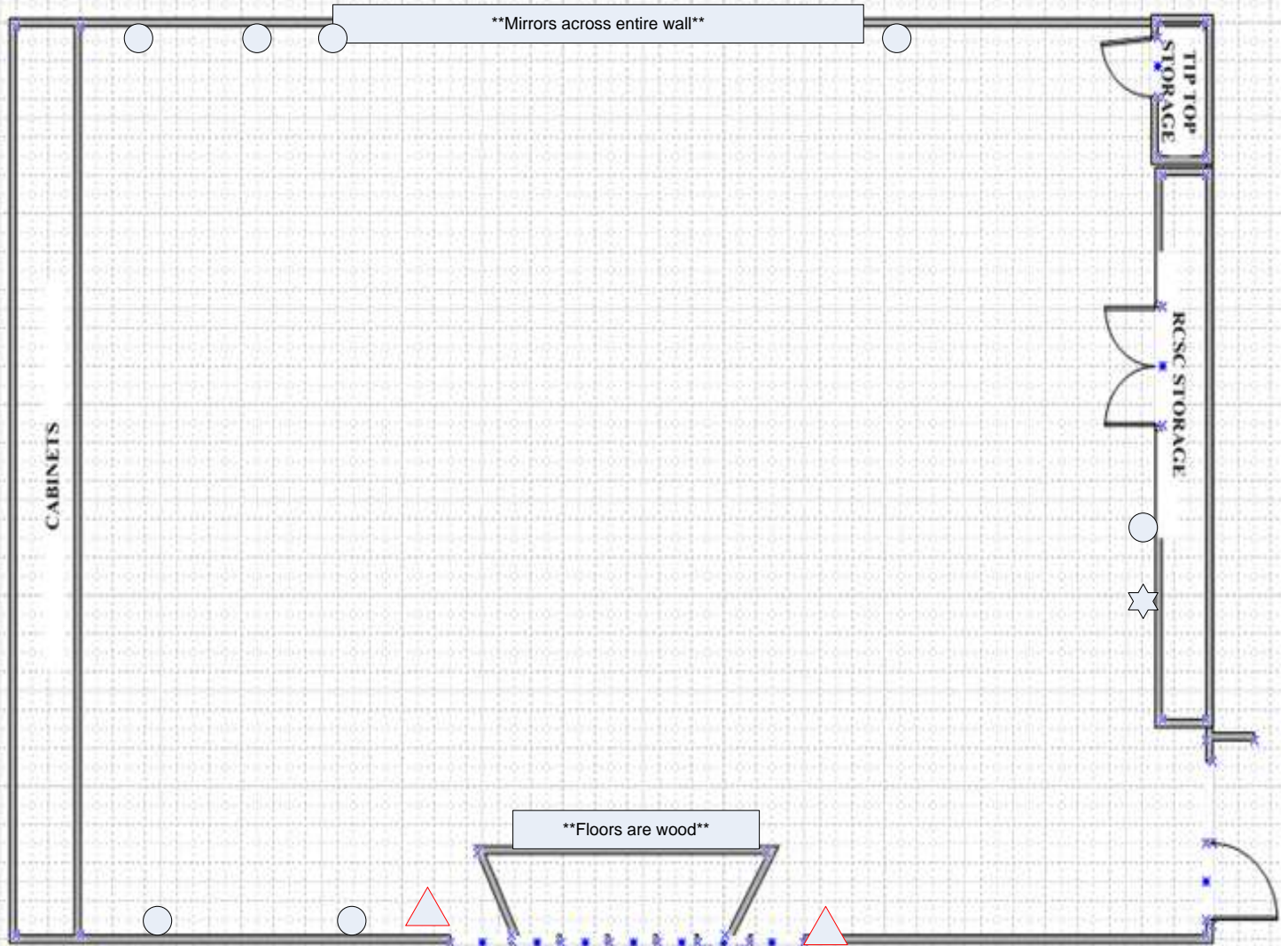
Club/Event _____

Responsible Party _____ RCSC # _____ Phone # _____

Event Date _____ Pre-Event ____ to ____ Event ____ to ____ Clean-Up ____ to ____

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

Entered in: RecTrac _____ Scanned _____ Emailed _____ A/V _____ Club 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)

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

Event Contact Person _____ Phone _____