

RCSC RECREATION CENTER

SET UP REQUEST

RIVERVIEW MEETING ROOM

Set-up stays as is

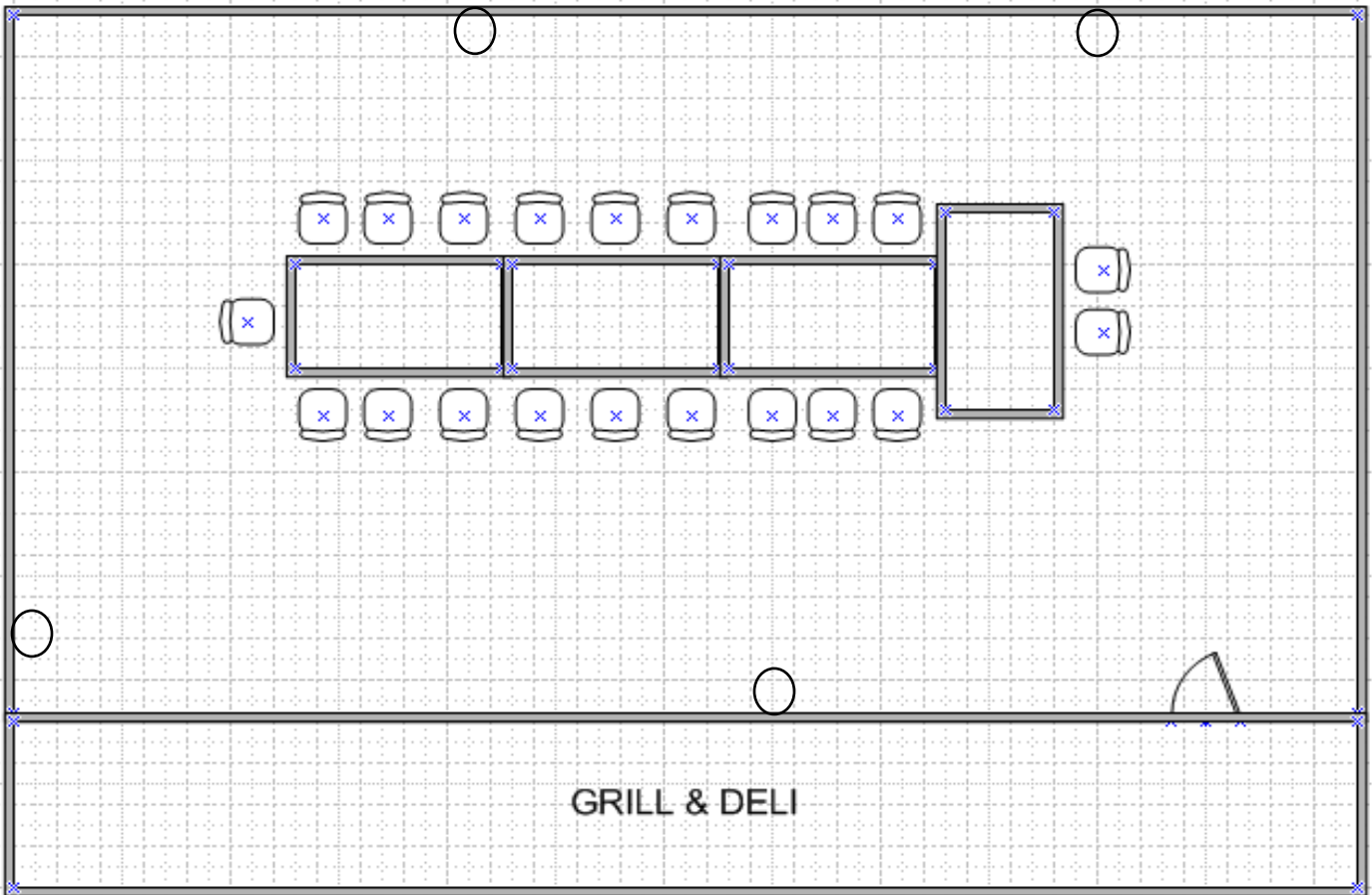
Club/Event _____

Responsible Party _____ RCSC # _____ Phone # _____

Event Date _____ Event Hours _____ to _____

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

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



○ = Electrical Outlet

SET UP STAYS AS IS

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 _____