

# SUNDIAL RECREATION CENTER

**SET UP REQUEST**

**AUDITORIUM/EAST/WEST**

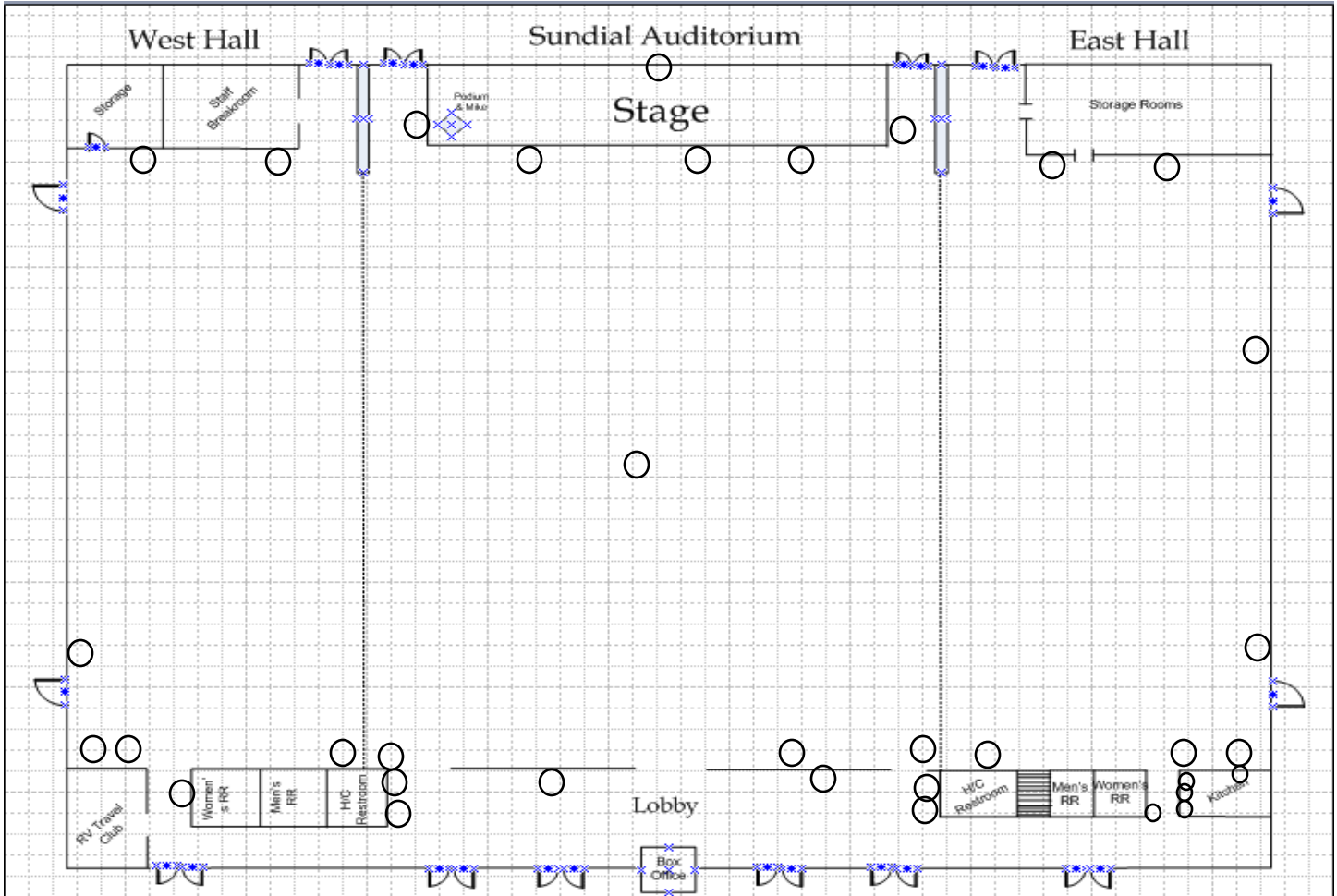
Club/Event \_\_\_\_\_

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: RecTrac \_\_\_\_\_ Scanned \_\_\_\_\_ Emailed \_\_\_\_\_ A/V \_\_\_\_\_ Club Agent Initials \_\_\_\_\_



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