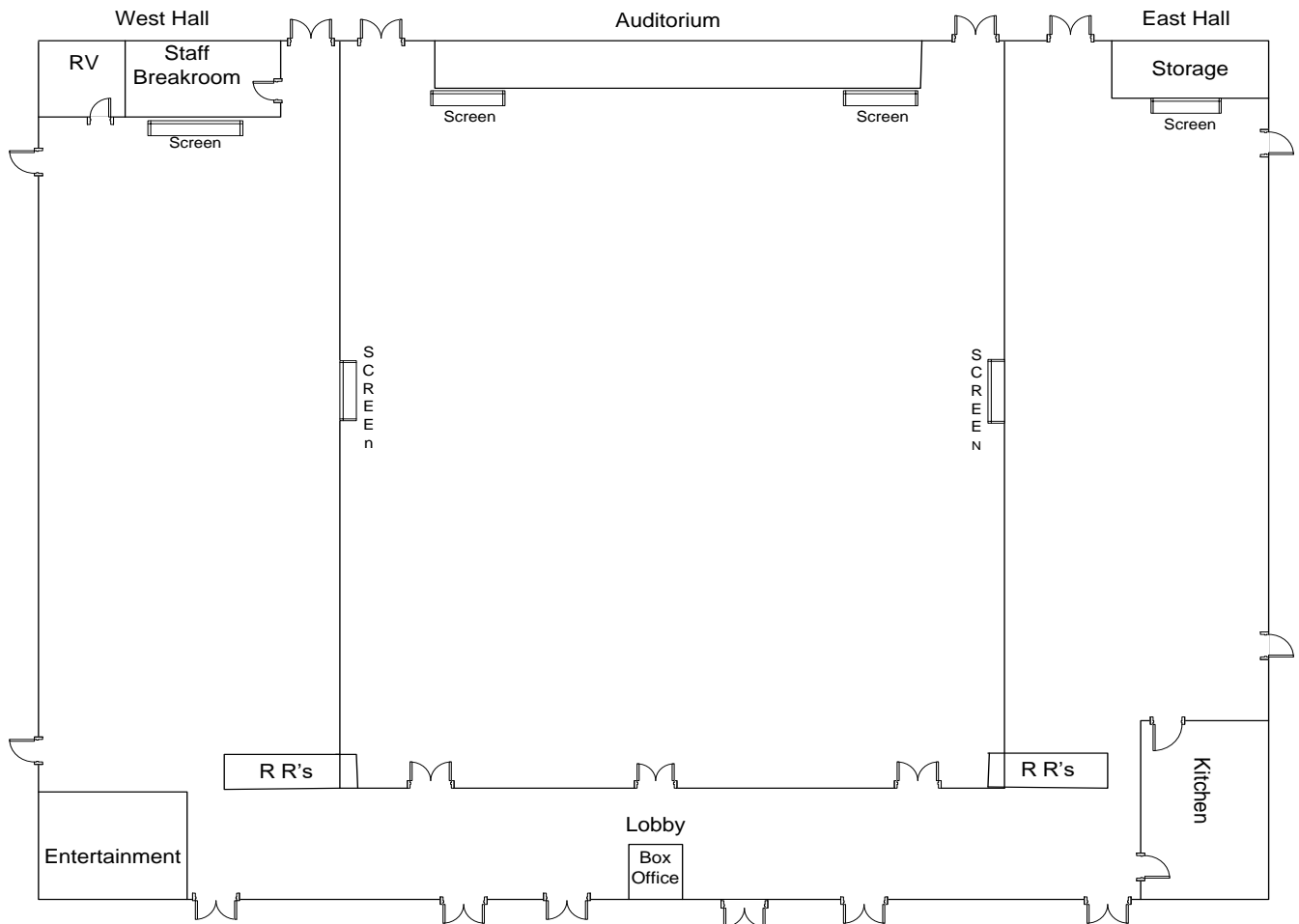


**SUNDIAL EAST/WEST HALL/AUDITORIUM
IN CHAIRS/AT TABLES - EAST HALL 320/150 AUD 900/750 WEST HALL 320/150
6' TABLES CARD TABLES NO ROUNDS**

Club/Event _____

Contact Name _____ RCSC # _____ Phone # _____

Event Date _____ Event Hours _____ to _____ A/V Tech Y___N___ \$30 per hour



6' Tables _____ Card Tables _____ Chairs _____ Risers/size _____ Coffee Pots _____ 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)

Notified: Custodial Staff _____ A/V Technician _____

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

Contact Person Signature _____ Phone _____