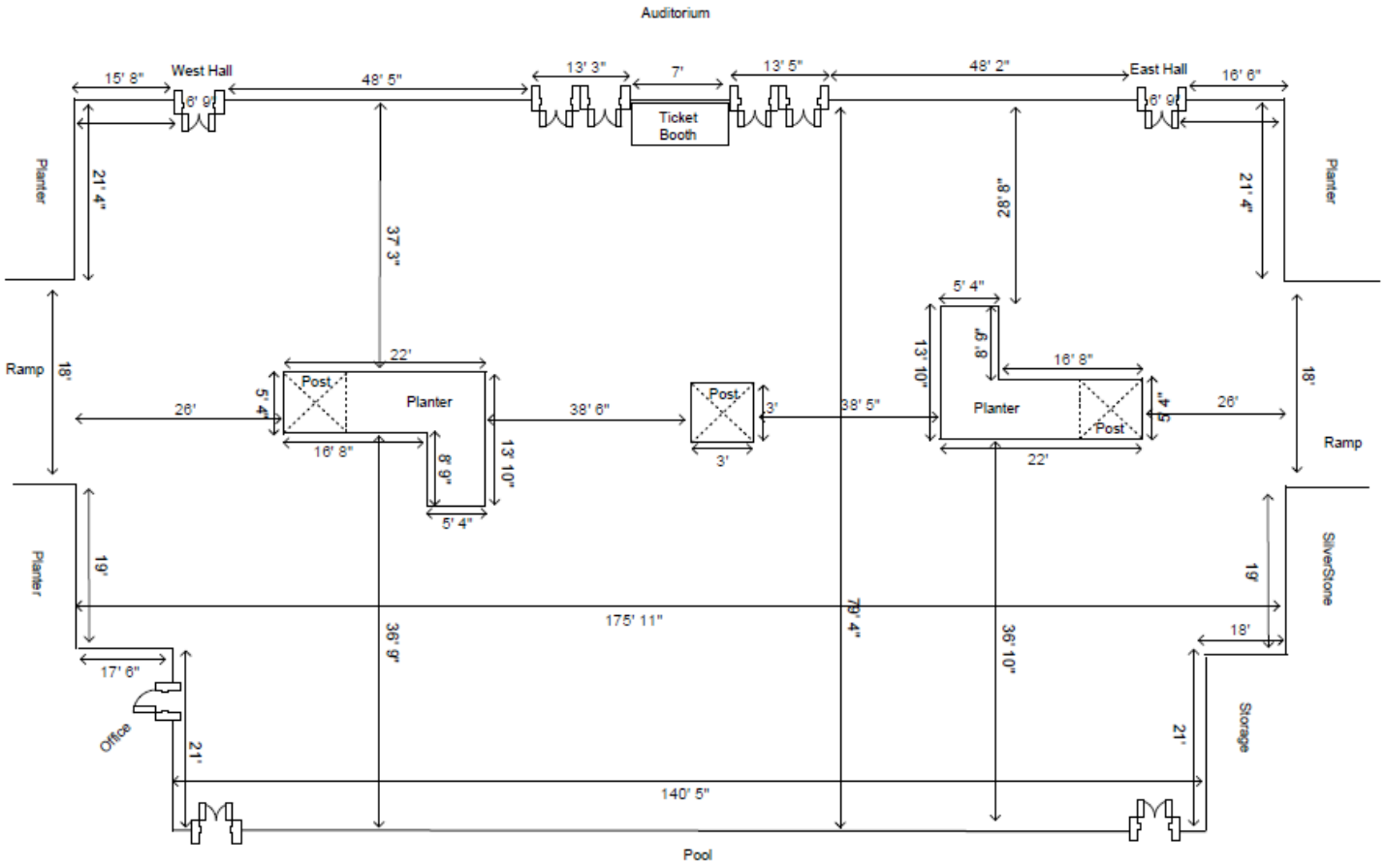
MALL AREA W/DIMENSIONS - SUNDIAL RECREATION CENTER
1000 SEATED IN CHAIRS/500 AT TABLES

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** _____