

RCSC RECREATION CENTER

SET UP REQUEST

MISCELLANEOUS

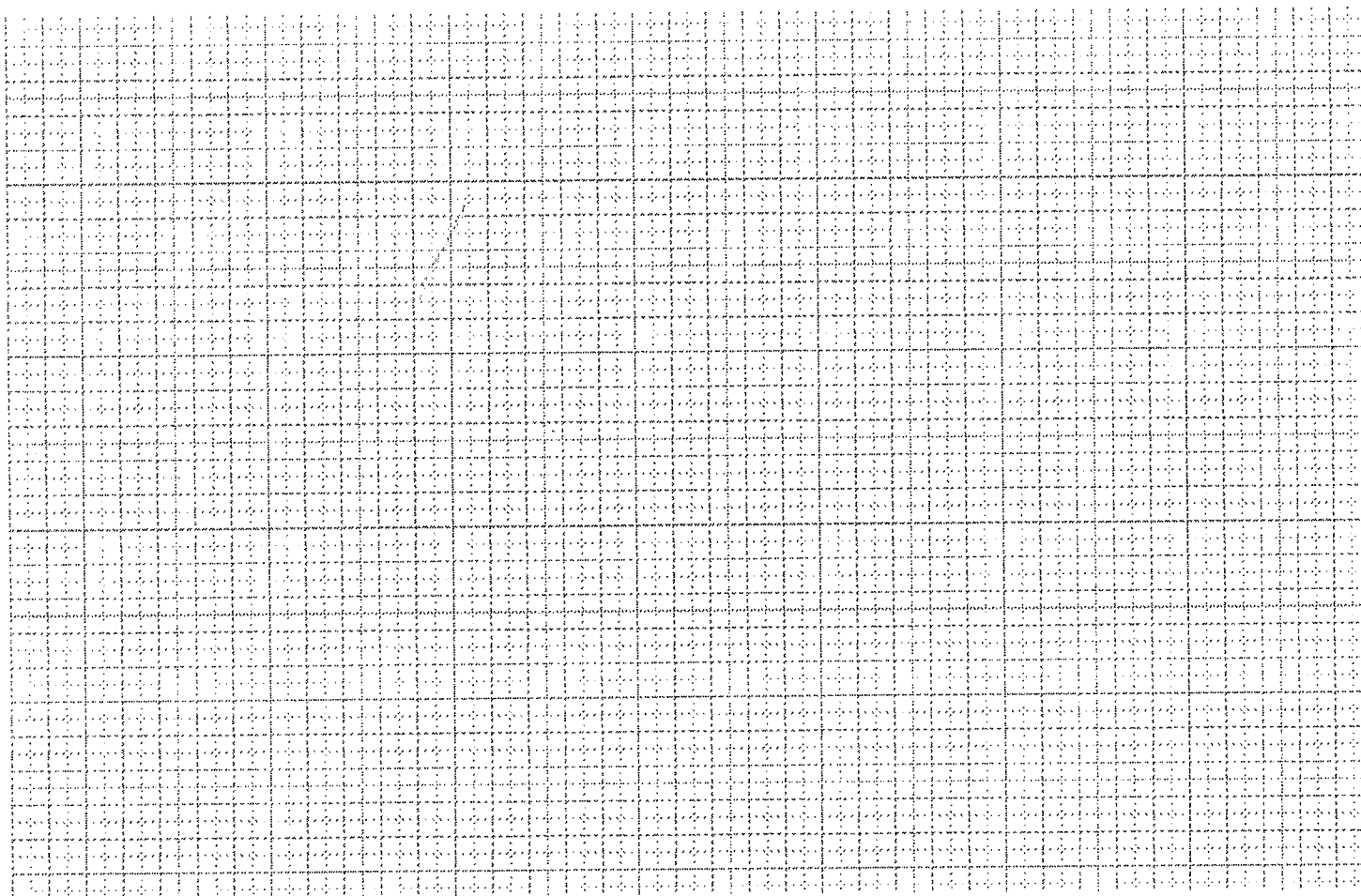
Club/Event \_\_\_\_\_

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 \_\_\_\_\_ Clubs 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 \_\_\_\_\_