

Worksheet for Events

RCA Auditorium/Commons Set-Up/Arrangement

NOTE: No prior set up will be made without this worksheet!

Date for returning this worksheet to school: _____

Organization: _____

Nature of Event: _____

Event Dates/Times

Date(s) of Use:

Commons _____

Auditorium _____

All Other
Areas _____

Beginning time:

Ending time:

**FOOD & DRINKS ARE PROHIBITED IN THE AUDITORIUM, MEDIA CENTER,
CLASSROOMS AND LABS**

Set-Up Arrangements

Please indicate your needs by X and/or by providing number of items needed.

*NOTE: In advance of your event, auditorium/theater staff will approximate all furniture locations requested; exact performance set is up to **you**.*

Sound System:

Yes No

Using auditorium/theater sound system? (Note: Board of Education employees must operate house sound system unless otherwise authorized in writing by auditorium/theater manager.)

1 Corded microphone available

Lighting System:

Yes No

Using auditorium/theater lighting system? (Note: Board of Education employees must operate house lighting system unless otherwise authorized in writing by auditorium/theater manager.)

Technology Requirements:

WiFi – Please consult with RCA
Computer Lab
Website Access

Furniture and Equipment:

Speaker's Lectern Location: _____

**** Additional equipment is to be rented by the lessee.**

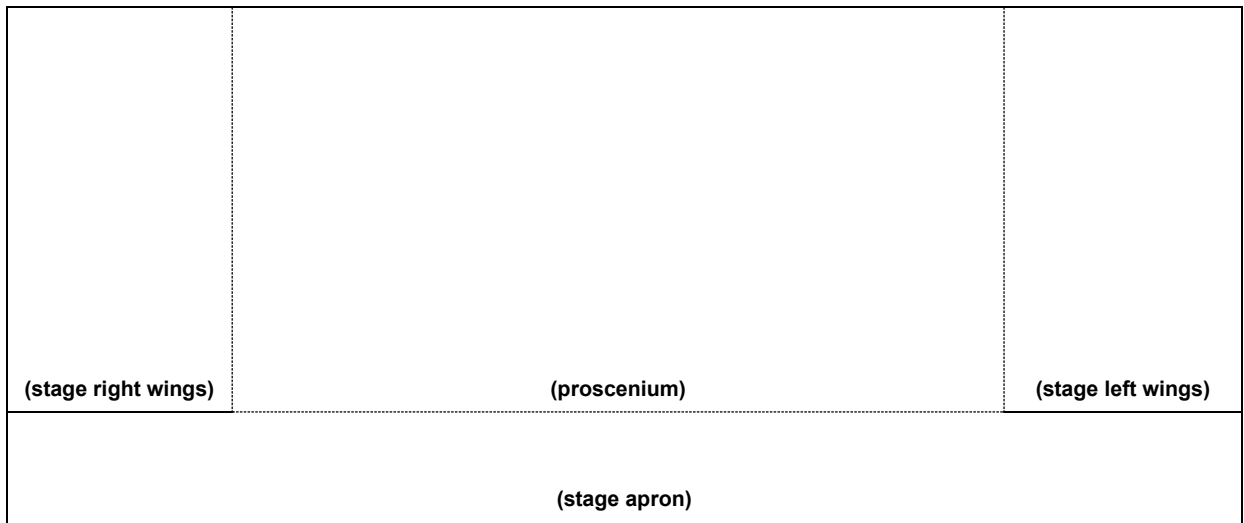
Should equipment be lost or damaged at any time lessee will be responsible for paying all repairs or for replacement of items.

A/V Equipment

- VCR/TV
- Overhead
- Projector
- Screen
- Digital Projector – Please provide own laptop

Stage Set-Up Diagram - Auditorium

Please sketch an approximate location for equipment and furniture. RCA personnel will make every effort to match the quality of your diagram.



Please note that RCPS staff will act as stage/technology management for events. The fee for this service is \$35 per hour and is paid directly to the employee.

Your Contact Person for This Event:

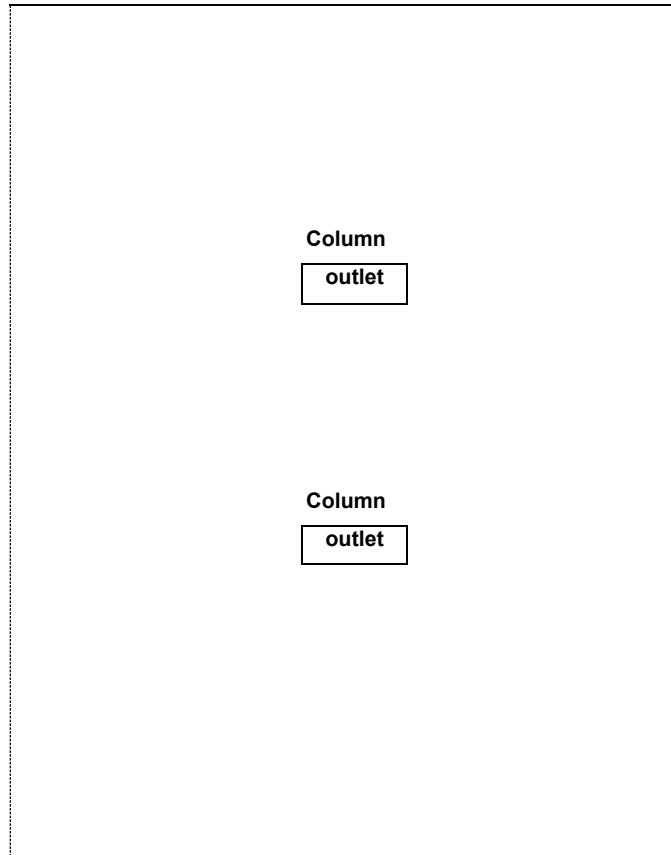
Name: _____ Work Phone: _____ Cell Phone: _____

Signature of Preparer

/Date

Set-Up Diagram – Commons

Please sketch an approximate location for furniture. RCA personnel will make every effort to match the quality of your diagram. Please note that there are two columns in the area and they provide the only electrical outlets in the Commons.



Your Contact Person for This Event:

Name:

Work Phone:

Cell Phone:

Signature of Preparer

/Date

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