

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.**

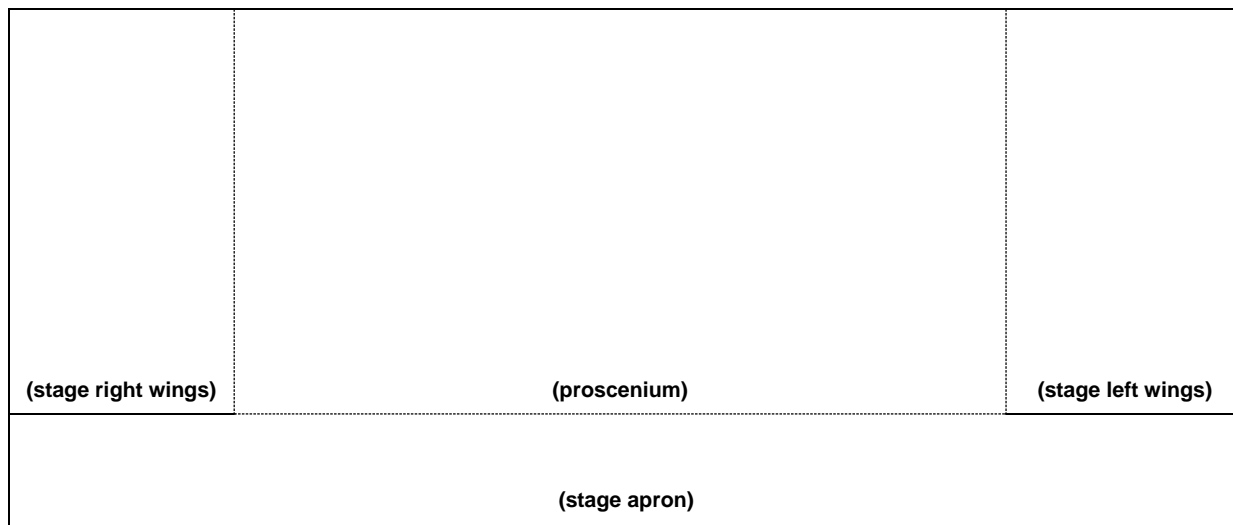
**Should equipment be lost or damaged at any time lessee will be responsible for paying all repairs or for replacement of items.**

**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:**

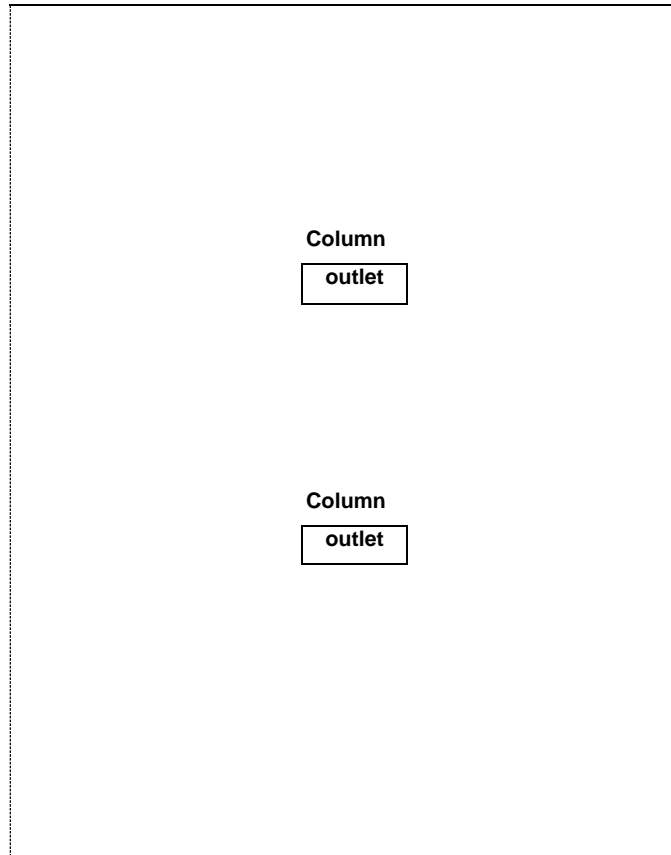
Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_  
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.



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**Your Contact Person for This Event:**

Name:

Work Phone:

Cell Phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Signature of Preparer

/Date