**RCA Auditorium/Commons Set-Up/Arrangement**

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

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Nature of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Event Dates/Times**

<table>
<thead>
<tr>
<th>Date(s) of Use:</th>
<th>Beginning time:</th>
<th>Ending time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Areas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Set-Up Arrangements**

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

**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.

**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: ____________________

A/V Equipment

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

** 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.

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.