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: Beginning time: Ending time:

Commons ________________________________________________

Auditorium ______________________________________________

All Other Areas __________________________________________

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: ____________________

**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.**

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**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.

<table>
<thead>
<tr>
<th>(stage right wings)</th>
<th>(proscenium)</th>
<th>(stage left wings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(stage apron)</td>
<td></td>
<td></td>
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</table>

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: ____________________

______________________________ /Date

Signature of Preparer
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