

Rock Terrace School Event Planner Form

- BSM Only
- MediaTech Only
- FA Only***
- BSM+MediaTech
- BSM+FA
- BSM+MediaTech+FA
- Other

390 Martins Lane Rockville, MD 20850
Phone: 301.279.4940
Principal: Dr. Dianne Thornton

Contact Person _____

Event Name: _____ Date of Event: _____

Event Contact Person: _____ Phone: _____ Today's Date: _____

Set up time: _____ Start Time: _____ End Time: _____ Estimated Attendance: _____

Location: Gym Media Center Cafeteria Conference Room (East) (West)

Classroom (#) Other _____

Building Service Set-Up Request (BSM)

•*Floor Set-up Chairs: _____ Tables: _____ Trash Cans: _____ Risers: _____

•*Stage Set-up Chairs: _____ Tables: _____ Trash Cans: _____ Risers: _____

**Providing a diagram of set-up Half Gym Whole Gym Stage area included Stage Only

Building Service Additional Needs/Comments:

Multi-Media Equipment Set-Up Request (MediaTech)

Podium w/Mic LCD Projector Speakers Sound Mixer Projection Screen

Microphone w/Stand HOW MANY() Computer on Network DVD Player CD Player

Overhead Projector TV with cable TV stand-alone **Providing a diagram of set-up

Other Special Request Services

Event to be photographed Event to be videotaped

Media Additional Needs/Comments:

*Floor and stage set-up (if applicable) must be attached to this form

**Diagram/drawing of set-up (if applicable) must be attached to this form

***Attach paper with Financial Assistant request details

•Event Planner Form required for all set-ups (use back of form for additional notes) Form 052211