

# SET UP INSTRUCTIONS FOR COURTYARD - PARISH HALL

Please Email this setup to [keggimann@oloj.org](mailto:keggimann@oloj.org) or print and put it in Kathleen's (Church Office) mailbox.

Date of Event	DATE	thru	DATE	Start Time:	hr.	AM	PM	Setup must be ready at:	hr.	AM	PM	Day of Week
Name of Event	_____											
Organization	_____											
Special Equip:	<input type="checkbox"/> Mic	<input type="checkbox"/> Mic stand	<input type="checkbox"/> Podium	<input type="checkbox"/> Audio Cart	<input type="checkbox"/> Room divider	<input type="checkbox"/> Easel						
Other Information:	_____											

In the boxes below, indicate the number of tables you want and then enter how many chairs per table:



3'X20" Table  
(6 available)



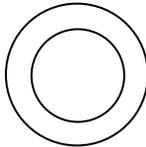
6'X18" Table  
(34 available)



6'X30" Table  
(18 available)



6' Round Table  
(8 maximum)



6' Table with chairs

Chair  
  
**Chairs per table**



Umbrella  
(8 available)



Trash Can  
(8 available)

