

PARISH HALL MAIN & ROOMS SET UP SHEET

Please Email this setup to keggimann@oloj.org or print and put it 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	_____					Num. of people expected _____
Organization	_____			Contact person _____	Phone _____	
Special Equip:	<input type="checkbox"/> Mic	<input type="checkbox"/> Mic stand	<input type="checkbox"/> Lavellier	<input type="checkbox"/> Podium	<input type="checkbox"/> Projector/DVD/CD	<input type="checkbox"/> Screen <input type="checkbox"/> Easel Pad <input type="checkbox"/> Easel
Additional Setup Details:						

Type or write in boxes on left how many tables and chairs you want.

- Chair
- Chairs per table
-
- 3' X 20" table (6 available)
-
- 6' X 18" table (34 available)
-
- 6' X 30" table (27 available)
-
- 6' Round Table (30 available)
-
- 6' Round Table (with chairs)
-
- Trash Can (8 available)
-
- Room Divider (3 available)

