
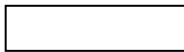



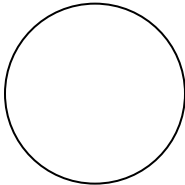
# TEEN CENTER SET UP SHEET



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	_____					Num. of people expected _____
Organization	_____			Contact person _____	Phone _____	
Special Equip:	<input type="checkbox"/> Mic <input type="checkbox"/> Mic stand <input type="checkbox"/> Dry Erase Board <input type="checkbox"/> Podium <input type="checkbox"/> Projector/DVD/CD <input type="checkbox"/> Audio Cart <input type="checkbox"/> Screen <input type="checkbox"/> Easel Pad					
Other Information:						

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

  
  
 6' X 18" table  
 (10 available)

  
  
 6' round tables  
 (max. 4 tables)

  
 Chair  
  
**Chairs per table**  
 30 chairs available

By Special Request:  
 6' x 30" Rectangle Tables  
 Extra Chairs

