



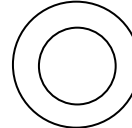

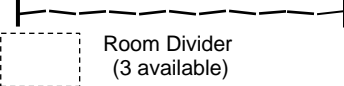



PARISH HALL – MAIN SET UP SHEET

Please Email this setup to JHolmgren@oloj.org or print and put it in the Maintenance 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:										

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

 <input style="width: 30px; height: 15px;" type="text"/> 3' X 20" table (6 available)	 <input style="width: 30px; height: 15px;" type="text"/> 6' X 18" table (34 available)	 <input style="width: 30px; height: 15px;" type="text"/> 6' X 30 table (27 available)	 <input style="width: 30px; height: 15px;" type="text"/> 6' Round Table (30 available)	 <input style="width: 30px; height: 15px;" type="text"/> 6' Round Table with chairs	<input checked="" type="checkbox"/> Chair <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">  Chairs per table 470 chairs available </div>
 <input style="width: 30px; height: 15px;" type="text"/> Room Divider (3 available)		 <input style="width: 30px; height: 15px;" type="text"/> Trash Can			

