





SET UP INSTRUCTIONS FOR COURTYARD - PARISH HALL



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

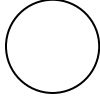
Date of Event	_____ <u>DATE</u> _____	thru	_____ <u>DATE</u> _____	Start Time:	hr.	AM	PM	Setup must be ready at:	hr.	AM	PM	Day of Week		
Name of Event	_____											Num. of people expected	_____	
Organization	_____											Contact person	_____	
Special Equip:	<input type="checkbox"/> Mic	<input type="checkbox"/>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

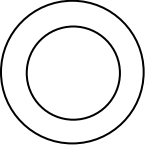
In the boxes below, indicate the number of tables you want and then enter how many chairs per table:




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)

 **T**
Trash Can

