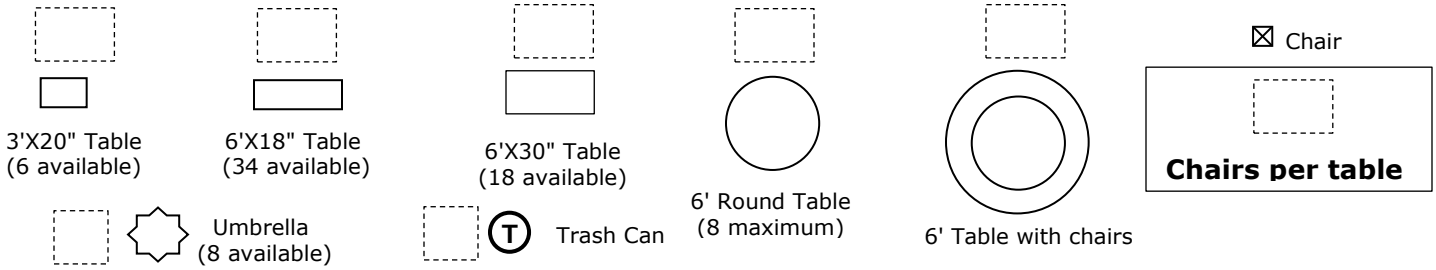
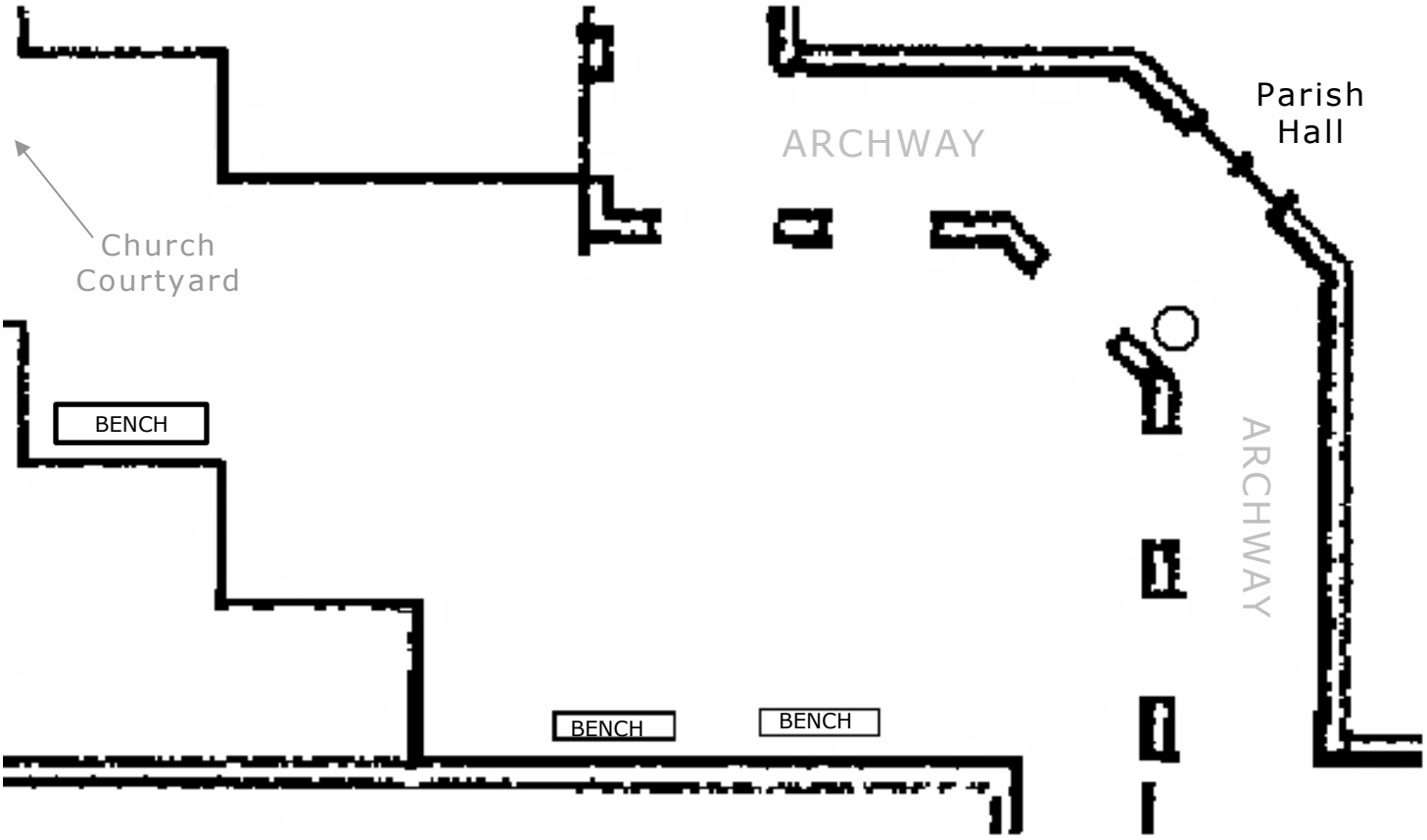
SET UP INSTRUCTIONS FOR COURTYARD - PARISH HALL

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

Date of Event	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:	☐Mic	☐Mic stand	☐Podium	☐ Audio Cart	☐ Room divider	☐Easel				
Other Information:										

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