

COURTYARD - CHURCH Setup Sheet

Email to Michelle Pierce at mpierce@oloj.org or leave in Michelle's mailbox in the Parish Office.

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			
Special Equip:	<input type="checkbox"/> Mic	<input type="checkbox"/> Mic stand	<input type="checkbox"/> Podium	<input type="checkbox"/> Audio Cart	<input type="checkbox"/> Screen	<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:

<div style="border: 1px dashed black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 40px; height: 20px; margin: 0 auto;"></div>	<input checked="" type="checkbox"/> Chair
<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>
3'X20" Table (6 available)	6'X18" Table (34 available)	6'X30" Table (18 available)	6' Round Table (8 maximum)	6' Table with chairs		<div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div> Chairs per table
<div style="border: 1px dashed black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	

