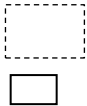


# SET UP INSTRUCTIONS FOR COURTYARD - PARISH HALL

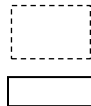
Please email this setup to Sheila Drumm at [sdrumm@oloj.org](mailto:sdrumm@oloj.org) or leave in Sheila's mailbox in the parish office.

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"/> Room divider	<input type="checkbox"/> Easel					
Other Information:											

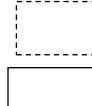
In the boxes below, indicate the number of tables you want and then enter how many chairs per table:



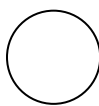
3'X20" Table  
(6 available)



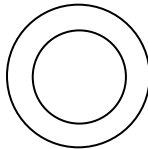
6'X18" Table  
(34 available)




6'X30" Table  
(18 available)




6' Round Table  
(8 maximum)




6' Table with chairs

Chair  
  
**Chairs per table**



Umbrella  
(8 available)



Trash Can

