

SET UP INSTRUCTIONS FOR COURTYARD - PARISH HALL

Email to Michelle Pierce at mpierce@olaj.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"/> 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:

<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: 30px; height: 10px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 50px; height: 10px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 50px; height: 10px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 40px; border-radius: 50%; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 60px; border-radius: 50%; margin: 0 auto;"></div>		<div style="border: 1px solid black; width: 40px; height: 20px; 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		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 solid black; border-radius: 50%; width: 20px; height: 20px; text-align: center; line-height: 20px;">T</div>			
	Umbrella (8 available)		Trash Can			

