SET UP INSTRUCTIONS FOR COURTYARD - CHURCH

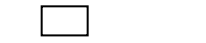
Date of Event ___/___/___ Setup must be ready at _____ AM PM on (day of week) _____ (date) ___/___/___

Name of Event _____ Num. of people expected _____

Organization _____ Contact person _____ Phone _____

Special Equip: ☐Mic ☐Mic stand ☐Lavellier ☐Podium ☐Projector/DVD ☐Screen ☐Easel Pad ☐Trash Cans

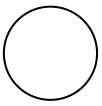
Beside the drawing(s) below, indicate how many tables you want and how many chairs per table:



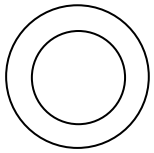
3'X20" Table
(6 available)

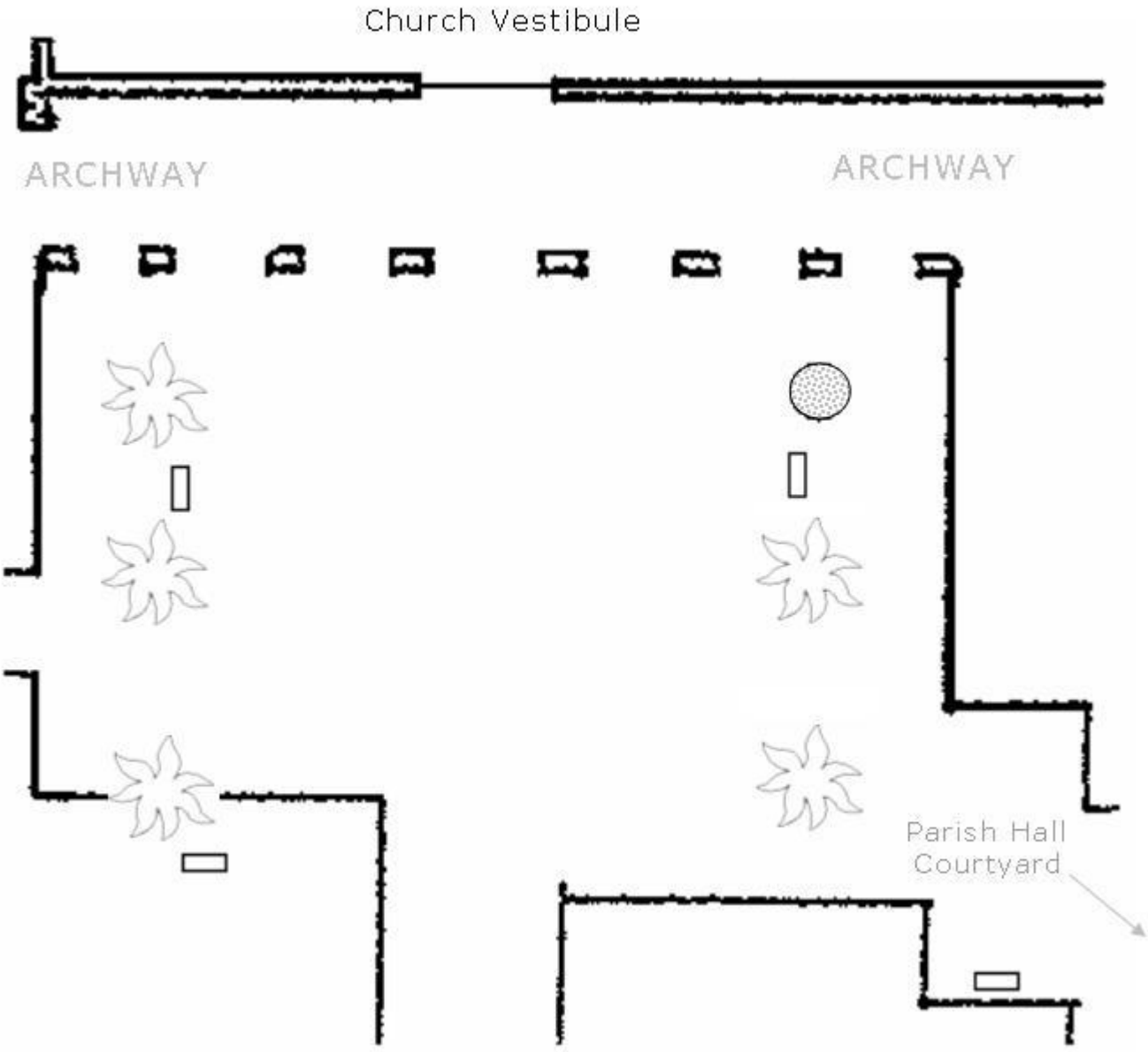
6'X18" Table
(34 available)

6'X30" Table
(18 available)



6' Round Table
(7 maximum)



6' Table with chairs

Umbrella
(8 available)