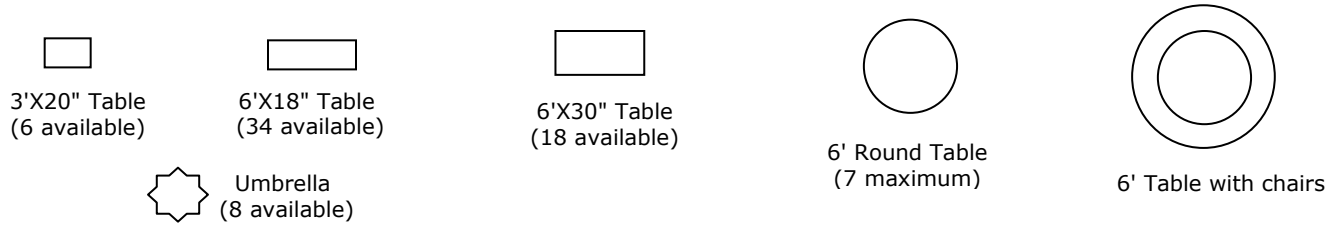
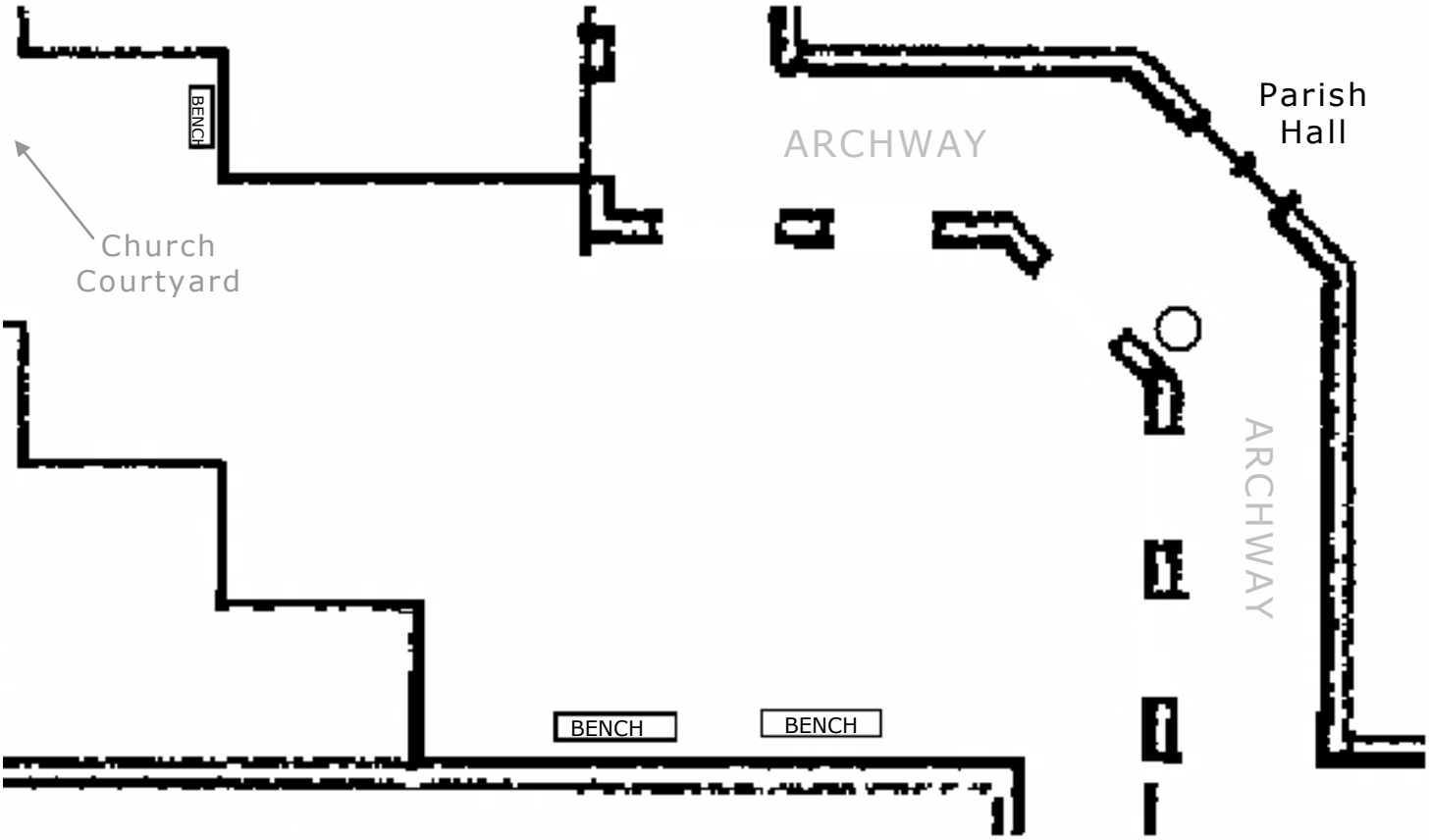
SET UP INSTRUCTIONS FOR COURTYARD - PARISH HALL

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: