SET UP INSTRUCTIONS FOR PARISH HALL – MAIN

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/CD ☐Screen ☐Easel Pad ☐Easel

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

3' X 20" table
(6 available)

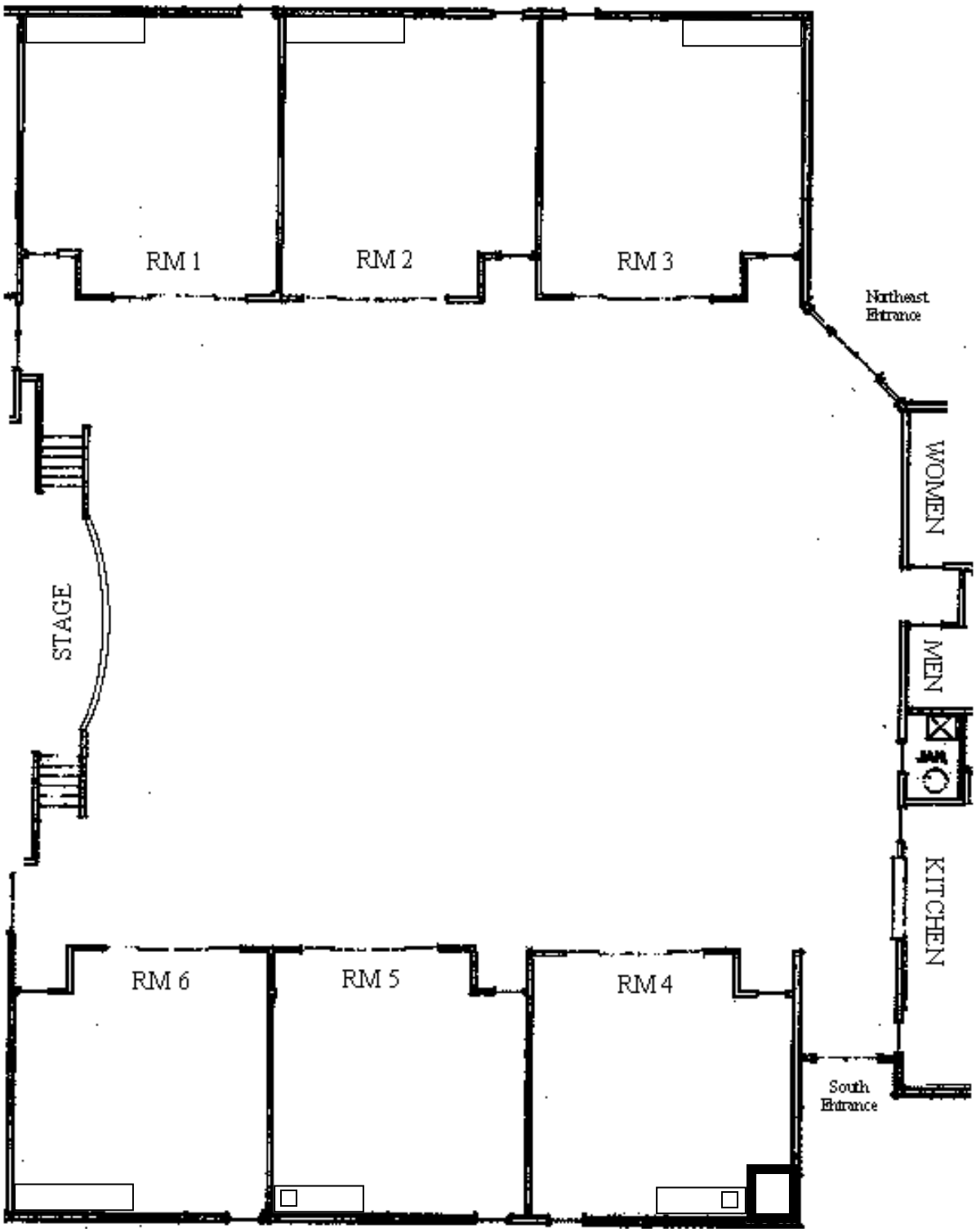
6' X 18" table
(34 available)

6' X 30" table
(18 available)

6' Round Table
(30 available)

Chairs per Table _____

Other chairs _____

(470 chairs available)

Room Divider
(3 available)