

SET UP INSTRUCTIONS FOR TEEN CENTER

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. Needed: Podium Projector Screen Easel Pad Easel

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

Chairs
(30 available)

6' X 18" table
(10 available)

By Special Request Only:
Extra Chairs
Wide 6' rectangle tables
6' round tables (max. 4 tables)

