CHURCH SANCTUARY SET UP SHEET

Please Email this setup to JHolmgren@oloj.org or print and put it in the Maintenance mailbox.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Event | DATE | thru | DATE | Start Time: | hr. | AM PM | Setup mustbe ready at: | hr. | AM PM | Day of Week |
| Name of Event |   | Num. of people expected |  |
| Organization |  | Contact person |  | Phone |  |
| Additional Setup Details:  |

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Revised 3/9/14