CHURCH VESTIBULE 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 |  |
| Organization |  | Contact person |  | Phone |  |
| Special Equip: |  [ ]  Table 2' x 4' [ ]  Table 6' x 18" [ ]  Table 6' x 30" [ ] Easel |
| Additional Information: |

**In the boxes below, enter the number of tables you want:**

6' X 30" Table

6' X 18" Table

3' X 20" Table

**NAVE**

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Revised 4/7/14 by Robert Renwick

**CHURCH COURTYARD**