SET UP INSTRUCTIONS FOR COURTYARD - PARISH HALL

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 |  |
| Special Equip: | [ ] Mic [ ] Mic stand [ ] Podium [ ]  Audio Cart [ ]  Room divider [ ] Easel |
| Other Information: |  |

In the boxes below, indicate the number of tables you want and then enter how many chairs per table:

Chair

**Chairs per table**

6'X18" Table

 (34 available)

3'X20" Table

(6 available)

6'X30" Table

(18 available)

6' Round Table

(8 maximum)

Umbrella

 (8 available)

6' Table with chairs

Trash Can

**T**



BENCH

BENCH

BENCH

BENCH

ARCHWAY

ARCHWAY

Parish

Hall

Church

Courtyard