PARISH HALL – MAIN SET UP SHEET

Please Email this setup to [JHolmgren@oloj.org](mailto:JHolmgren@oloj.org) or print and put it in the Maintenance mailbox.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Event | DATE | thru | DATE | Start Time: | | hr. | | AM PM | Setup must  be ready at: | | | hr. | AM PM | | Day of Week | |
| 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 | | | | | | | | | | | | | | | |
| Additional Setup Details: | | | | | | | | | | | | | | | | |

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

Chair

6' X 30 table

(27 available)

**Chairs per table**

470 chairs available

3' X 20" table

(6 available)

6' X 18" table

(34 available)

6' Round Table

(30 available)

**T**

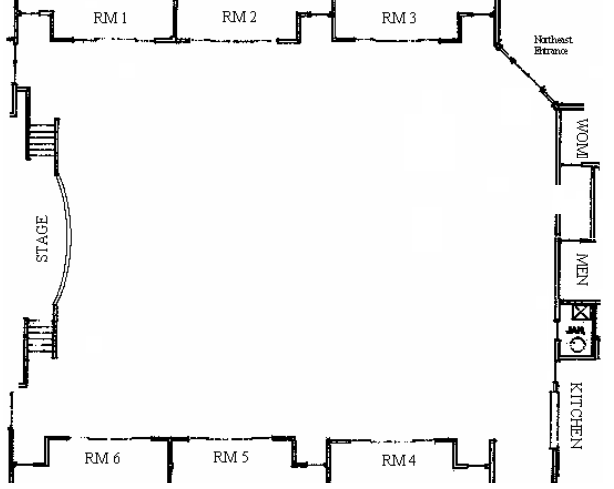
Trash Can

6' Round Table

with chairs

Room Divider

(3 available)

** **

Revised 3-23-13 by Robert Renwick