PARISH HALL – MAIN 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 |  |
| 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