SET UP SHEET FOR MAIN PARKING LOT

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Event | Date | thru | Date | Event Start Time: | 8 | 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: | [ ] Cones [ ] Barricades [ ] Audio Cart [ ] Other speakers [ ] 6'X18" Tables [ ] 6'X30" Tables [ ] Chairs  |
| Other Information:  |

**Please indicate below what you are planning for the Main Parking Lot:**

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Parish Hall Courtyard

Church Courtyard

PARISH HALL

Revised 4/26/14 by Robert Renwick