SET UP SHEET FOR WEST (TEEN CENTER) PARKING LOT

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 | Event  Start Time: | | 8 | | 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: | Cones Barricades Audio Cart Other speakers 6'X18" Tables 6'X30" Tables Chairs | | | | | | | | | | | | | | | |
| Other Information: | | | | | | | | | | | | | | | | |

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

****

CHURCH

PIMA ROAD

Revised 2/16/14 by Robert Renwick