COURTYARD – PRESCHOOL Setup 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 [ ] Podium [ ] Audio Cart [ ] Screen [ ] 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

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Revised 3/1/14

ARCHWAY