TEEN CENTER 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 Dry Erase Board Podium Projector/DVD/CD Audio Cart Screen Easel Pad | | | | | | | | | | | | | | |
| Other Information: | | | | | | | | | | | | | | | |

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

Chair

By Special Request:

6' x 30" Rectangle Tables

Extra Chairs

**Chairs per table**

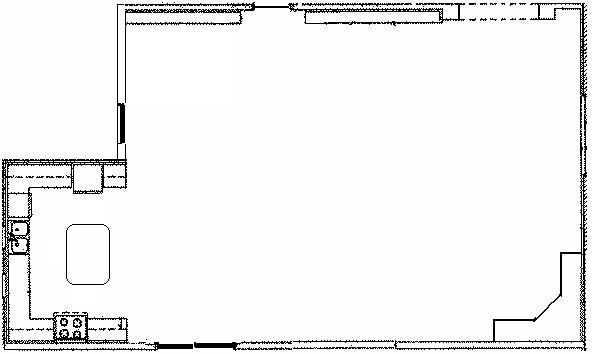
30 chairs available

6' X 18" table

(10 available)

6' round tables

(max. 4 tables)



TV & DVD

Rev 4/7/14 by Robert Renwick