PARISH HALL MAIN & ROOMS 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:  |

***Type or write in boxes on left how many tables and chairs you want.***

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Room Divider

 (3 available)

Revised 1/12/14 by Robert Renwick

Chair

Chairs per table

**T**

3' X 20" table

(6 available)

6' X 18" table

(34 available)

6' Round Table

(30 available)

6' X 30" table

(27 available)

Trash Can

(8 available)

6' Round Table

(with chairs)

)

6' Round Table

(30 available)

6' X 30" table

(18 available)

6' X 18" table

(34 available)