TEEN CENTER 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 [ ] 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