
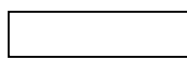



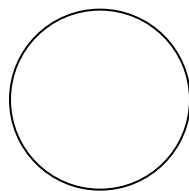
TEEN CENTER SET UP SHEET



Email to Michelle Pierce at mpierce@olaj.org or leave in Michelle's mailbox in the Parish Office.

| | | | | | | | | | | |
|--------------------|---|------|------|-------------|-----|-------|-------------------------|-----|-------------------------|-------------|
| 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: | <input type="checkbox"/> Mic <input type="checkbox"/> Mic stand <input type="checkbox"/> Dry Erase Board <input type="checkbox"/> Podium <input type="checkbox"/> Projector/DVD/CD <input type="checkbox"/> Audio Cart <input type="checkbox"/> Screen <input type="checkbox"/> Easel Pad | | | | | | | | | |
| Other Information: | | | | | | | | | | |

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



 6' X 18" table
 (10 available)



 6' round tables
 (max. 4 tables)


 Chair

Chairs per table
 30 chairs available

By Special Request:
 6' x 30" Rectangle Tables
 Extra Chairs

