

CAFETERIA SET UP

SET UP IS DUE for all activities on campus that require maintenance assistance with table, chairs, etc.

NAME OF EVENT _____

This is a	Parish	School	function
Name of group	(Circle one)		

Date for set up _____ time for set up _____ **ACTUAL DATE** of event _____ **ACTUAL TIME OF EVENT** _____

Contact name _____ Phone number _____ Email _____

PODIUM W/MICROPHONE yes no
 curtain yes no

ADDITIONAL AUDIO VISUAL EQUIPMENT yes no
 If yes, explain _____

STANDARD CAFETERIA SET UP YES NO*

TABLES* yes no # _____ round # _____ 6' rectangle # _____ 8' rectangle

STAGE* yes no full stage partial stage

In the space below describe the set up that will be performed by the GROUP RESPONSIBLE for this event (ie decorations, table rental & placement...)

* ADDITIONAL DRAWING OF SET UP IS REQUIRED ON CAFETERIA SET UP - PAGE 2

# tables available: 12	round
9	6' rectangle
17	8' rectangle
# chairs available: 100	

NOTE: YOUR GROUP IS RESPONSIBLE FOR THE CLEAN UP FOLLOWING YOUR EVENT.

Cafeteria Setup Diagram

Event:

Date:

Contact and Phone Number:

