

# GYM SET UP

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

**NAME OF EVENT** \_\_\_\_\_

This is a	Parish <small>(Circle one)</small>	School <small>Name of group</small>	function
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Set up date \_\_\_\_\_ set up time \_\_\_\_\_ ACTUAL DATE of event \_\_\_\_\_ ACTUAL TIME \_\_\_\_\_

Contact name \_\_\_\_\_ Phone number \_\_\_\_\_ Email \_\_\_\_\_

BLEACHERS    in                      out                      PODIUM W/MICROPHONE                      yes                      no

TARP DOWN    no                      entire floor                      partial floor                      ADDITIONAL AUDIO VISUAL EQUIPMENT                      yes                      no

If yes, explain \_\_\_\_\_

TABLES\*                      yes                      no                      # \_\_\_\_\_ round                      # \_\_\_\_\_ 6' rectangle                      # \_\_\_\_\_ 8' rectangle

STAGE\*                      yes                      no                      full stage                      partial stage

- REMOVE FIRST AIDE TABLE
- REMOVE CHEER MATS
- REMOVE SCORE TABLE AND CHAIRS

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 **GYM 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.**

# Gymnasium Setup Diagram

Event:	
Date:	Contact & Phone Number:

