

Date	Start	Event Name	Location	Equipment	Setup Instructions
Mon 08/12/2019	11:00 am	7th–12th-Grade New Student & Parent Orientation	WA - Upper School Media Center	AV: Screen Set-up AV: Wireless Handheld Mic	Please arrange seats in rows of six to accommodate eighty people. AV screen needs to have the school logo and mission statement.
Mon 08/12/2019	5:30 pm	6th-Grade Orientation & Cookout	Playground (Car line) WA - Big Pool East Campus WA - Gym WA - Little Pool	Table - 8' Rectangular Trash Cans Security: After school hours AV: Wireless Handheld Mic Food: Dinner	We need six blue picnic tables. Music playing in the gym prior to the event Extra garbage bags 6 rectangular tables on the playground/ 1 in the gym
Mon 08/12/2019	5:30 pm	Meet the Teacher & Ice Cream Social	CRPC - Bay A - Fellowship Hall CRPC - Fellowship Hall Lobby CRPC - Stage	Furniture: Table 6' Round AV: Wireless Handheld Mic Security: After school hours AV: Advanced: See set-up instructions Furniture: Chair Furniture: Table 8' Rectangular	3- Rectangular Tables placed in front of Cafeteria Line 10 - Rectangular Tables along back wall for Vendors Round tables for people to eat Garbage containers needed set up at entry doors and varies other area's
Fri 08/16/2019	9:25 am	Upper School Assembly	CRPC - Sanctuary	AV: Wireless Handheld Mic Large Screen	
Mon 08/19/2019	11:00 am	Varsity Football Meeting	CRPC - Bay D - Fellowship Hall	AV: Computer Input for Presenter - HDMI	Varsity Football Lunch Meeting. We need a way to project an image sound is not necessary. We need WA Facilities to make sure the room is clean.
Tue 08/20/2019	11:00 am	Varsity Football Meeting	CRPC - Bay D - Fellowship Hall	AV: Computer Input for Presenter - HDMI	Varsity Football Lunch Meeting. We need a way to project an image sound is not necessary. We need WA Facilities to make sure the room is clean.
Wed 08/21/2019	9:25 am	Upper School Combined Chapel	CRPC - Sanctuary	AV: Wireless Handheld Mic AV: Screen Set-up	

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Wed 08/21/2019	11:00 am	Varsity Football Meeting	CRPC - Bay D - Fellowship Hall	AV: Computer Input for Presenter - HDMI	Varsity Football Lunch Meeting. We need a way to project an image sound is not necessary. We need WA Facilities to make sure the room is clean.
Thu 08/22/2019	11:00 am	Junior Class Gentlemen Meeting	CRPC - Bay D - Fellowship Hall	AV: Wired Handheld Microphone	Lunch Room Style. Please make sure that WA facilities clean the room afterwards. 4 round 10 chairs each
Thu 08/22/2019	5:30 pm	MS Bridge Meeting w/ Brandon Boston	WA - Upper School Media Center	AV: Microphone with stand AV: Computer Input for Presenter - HDMI	
Mon 08/26/2019	11:00 am	Varsity Football Meeting	CRPC - Bay D - Fellowship Hall	AV: Computer Input for Presenter - HDMI	Just need chairs and tables. Also, I need somewhere to project a video, and the sound is not necessary. Please make sure WA facilities clean up the bay. Coach Lewis needs to make sure he can project a video from his computer sound is not necessary.
Tue 08/27/2019	11:00 am	Varsity Football Meeting	CRPC - Bay D - Fellowship Hall	AV: Computer Input for Presenter - HDMI	Just need chairs and tables. Also, I need somewhere to project a video, and the sound is not necessary. Please make sure WA facilities clean up the bay. Coach Lewis needs to make sure he can project a video from his computer sound is not necessary.
Wed 08/28/2019	8:00 am	New Parent Breakfast	CRPC - Bay A - Fellowship Hall CRPC - Bay B - Fellowship Hall CRPC - Fellowship Hall Lobby	AV: Computer Input for Sound Technician - HDMI AV: Microphone with stand AV: Screen Set-up AV: Computer Input for Presenter - HDMI AV: Professional Sound Technician Food: Breakfast AV: Wireless Handheld Mic Furniture: Podium Furniture: Table 6' Round Furniture: Chair	Set up should start on August 27th at 1:30 pm

Date	Start	Event Name	Location	Equipment	Setup Instructions
Wed 08/28/2019	9:25 am	HS Chapel	CRPC - Sanctuary	AV: Wireless Handheld Mic AV: Screen Set-up	
Wed 08/28/2019	9:30 am	MS Chapel	Coral Ridge Presbyterian Church	AV: Wireless Handheld Mic Furniture: Chair	No Chairs are needed for the Chapel accept one row against the back wall.
Wed 08/28/2019	11:00 am	Varsity Football Meeting	CRPC - Bay D - Fellowship Hall	AV: Computer Input for Presenter - HDMI	Just need chairs and tables. Also, I need somewhere to project a video, and the sound is not necessary. Please make sure WA facilities clean up the bay. Coach Lewis needs to make sure he can project a video from his computer sound is not necessary.
Thu 08/29/2019	11:05 am	NHS Lunch Meeting	CRPC - Bay D - Fellowship Hall	Furniture: Chair Furniture: Podium Furniture: Table 8' Rectangular AV: Microphone with stand	*Please place the fifty chairs in rows of 10. *Place the table by the door *The podium in front of the chairs