Date	Start	Event Name	Location	Equipment	Setup Instructions
Mon 08/12/2019	11:00 am	7th–12th-Grade	WA - Upper School	AV: Screen Set-up	Please arrange seats in rows of six to
		New Student &	Media Center	AV: Wireless Handheld Mic	accommodate eighty people.
		Parent Orientation			AV screen needs to have the school logo and mission statement.
Mon 08/12/2019	5:30 pm	6th-Grade Orientation &	Playground (Car line)	Table - 8' Rectangular Trash Cans	We need six blue picnic tables.
		Cookout	WA - Big Pool East Campus WA -	Security: After school hours AV: Wireless Handheld Mic	Music playing in the gym prior to the event
			Gym WA - Little Pool	Food: Dinner	Extra garbage bags
					6 rectangular tables on the playground/ 1 in the gym
Mon 08/12/2019	5:30 pm	Meet the Teacher	CRPC - Bay A	Furniture: Table 6' Round	3- Rectangular Tables placed in front of Cafeteria
		& Ice Cream Social	CRPC - Fellowship	AV: Wireless Handheld Mic	Line
			Hall Lobby	Security: After school hours	
			CRPC - Stage	AV: Advanced: See set-up instructions	10 - Rectangular Tables along back wall for
				Furniture: Chair	Vendors
				Furniture: Table 8' Rectangular	
					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	CRPC - Sanctuary	AV: Wireless Handheld Mic	
		Assembly		Large Screen	
Mon 08/19/2019	11:00 am	Varsity Football	CRPC - Bay D -	AV: Computer Input for Presenter -	Varsity Football Lunch Meeting. We need a way
		Meeting	Fellowship Hall	HDMI	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	CRPC - Bay D -	AV: Computer Input for Presenter -	Varsity Football Lunch Meeting. We need a way
		Meeting	Fellowship Hall	HDMI	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	CRPC - Sanctuary	AV: Wireless Handheld Mic	
		Combined Chapel		AV: Screen Set-up	

Date	Start	Event Name	Location	Equipment	Setup Instructions
Wed 08/21/2019	11:00 am	Varsity Football	CRPC - Bay D -	AV: Computer Input for Presenter -	Varsity Football Lunch Meeting. We need a way
		Meeting	Fellowship Hall	HDMI	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	CRPC - Bay D -	AV: Wired Handheld Mlcrophone	Lunch Room Style. Please make sure that WA
		Gentlemen	Fellowship Hall		facilities clean the room afterwards.
		Meeting			
					4 round 10 chairs each
Thu 08/22/2019	5:30 pm	1	WA - Upper School	AV: Microphone with stand	
		w/ Brandon Boston	Media Center	AV: Computer Input for Presenter -	
				HDMI	
Mon 08/26/2019	11:00 am	Varsity Football	CRPC - Bay D -	AV: Computer Input for Presenter -	Just need chairs and tables. Also, I need
		Meeting	Fellowship Hall	HDMI	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	CRPC - Bay D -	AV: Computer Input for Presenter -	Just need chairs and tables. Also, I need
		Meeting	Fellowship Hall	HDMI	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	CRPC - Bay A	AV: Computer Input for Sound	Set up should start on August 27th at 1:30 pm
		Breakfast	CRPC - Bay B	Technician - HDMI	
			CRPC - Fellowship	AV: Microphone with stand	
			Hall Lobby	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	

Date	Start	<b>Event Name</b>	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	AV: Wireless Handheld Mic	No Chairs are needed for the Chapel accept one
			Presbyterian	Furniture: Chair	row against the back wall.
			Church		
Wed 08/28/2019	11:00 am	Varsity Football	CRPC - Bay D -	AV: Computer Input for Presenter -	Just need chairs and tables. Also, I need
		Meeting	Fellowship Hall	НДМІ	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	CRPC - Bay D -	Furniture: Chair	*Please place the fifty chairs in rows of 10.
		Meeting	Fellowship Hall	Furniture: Podium	
				Furniture: Table 8' Rectangular	*Place the table by the door
				AV: Microphone with stand	
					*The podium in front of the chairs