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	Playground (Car	Table - 8' Rectangular	We need six blue picnic tables.
		Orientation &	line)	Trash Cans	
		Cookout	WA - Big Pool	Security: After school hours	Music playing in the gym prior to the event
			East Campus WA -	AV: Wireless Handheld Mic	
			Gym	Food: Dinner	Extra garbage bags
			WA - Little Pool		
					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		AV: Wireless Handheld Mic	Line
			CRPC - Fellowship	Security: After school hours	
			Hall Lobby	AV: Advanced: See set-up instructions	10 - Rectangular Tables along back wall for
			CRPC - Stage	Furniture: Chair	Vendors
				Furniture: Table 8' Rectangular	Down dishles for marrie to get
					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	
111 00/10/2010	0.20	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 MIcrophone	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		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.
					Diagon make ours WA facilities clean up the how
					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
1 46 00/27/2019	11.00 am	Meeting	Fellowship Hall	HDMI	somewhere to project a video, and the sound is
		INICCUITY	T ellowship Hall		not necessary.
					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	Fellowship Hall	Technician - HDMI	
			CRPC - Bay B -	AV: Microphone with stand	
			Fellowship Hall	AV: Screen Set-up	
			CRPC - Fellowship	AV: Computer Input for Presenter -	
			Hall Lobby	HDMI	
				AV: Professional Sound Technician	
				Food: Breakfast	
				AV: Wireless Handheld Mic	
				Furniture: Podium	
				Furniture: Table 6' Round	
				Furniture: Chair	

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	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	НОМІ	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