For B & G – SET UP FOR EVENT – Alumni Association – MONDAY, OCTOBER 23, 2023

From MAUREEN KLEINMAN – mkleinman@oprfhs.org

RECEPTION FOR STUDENTS and FAMILIES

Needed at 6:00 PM

**OPRF HS 2nd Floor Location: Faculty-Staff Cafeteria – and Private Dining Room**

**Summary: Set Up for Reception on MONDAY OCTOBER 17 in the Faculty-Staff Cafeteria**

(Event: Alumni Association’s annual dessert reception in the Staff Cafeteria/Dining Room for about 50 students and their family members.)

 We request the following from B & G

• WHEELED CART (2-shelf if possible)

• a standard LONG TABLE with a table cover and skirt (set-up along the windows, West wall)

• PODIUM with microphone (set up in the middle of the North wall)

(a Food Service Department request will be sent separately for the following)

• Punch Bowl and Ladle,

• Huskie Napkins and disposable cups (approx. 150)

Time Available: 6:00 PM