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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	
					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	

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Date	Start	Event Name	Location	Equipment	Setup Instructions
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		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

3:19 am Sat 20 J	ul, 24
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3:19 am Sat 20 Jul, 24				AV Requests	Page 3
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	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.
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