| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|-------------------------|-------------------------|----------|-------------------------------|-------------------|-------------------------------|
| Wed 01/04/2012 | 9:45 am | 10:30 am | PK-1st Honors Assembly | Brook Hill Lower School | | LS Chairs | | |
| | | | | LS Gymatorium | | | | |
| Wed 01/04/2012 | 10:45 am | 11:30 am | 2nd-5th Honors Assembly | LS Gymatorium | | LS Chairs | | |
| | | | | LS Lower School | | | | |
| Tue 01/10/2012 | 2:30 pm | 3:15 pm | LS BHPA meeting | LS Dining Hall | | #1 See SET UP INSTRUCTIONS | Don Ellis | Don, |
| | | | | | | | | Please know that the |
| | | | | | | | | parents will need a clean |
| | | | | | | | | dining hall for this meeting. |
| | | | | | | | | No special set up is |
| | | | | | | | | needed. They will sit at the |
| | | | | | | | | round tables. |
| Wed 01/11/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Wed 01/18/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Wed 01/25/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Wed 02/01/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Wed 02/08/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Wed 02/15/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Wed 02/15/2012 | 10:30 am | 11:30 am | LS Group Pictures | LS Gathering Place | | #1 See SET UP | | Don, Please set risers in |
| | | | | | | INSTRUCTIONS | | the gathering place for |
| | | | | | | LS Risers | | lower school class group |
| | | | | | | | | pictures. |
| Wed 02/22/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|--------------------------------|-------------------------|----------|-----------------|-------------------|----------------------------|
| Fri 02/24/2012 | 10:00 am | 11:45 am | Great American Wax Museum | LS Gymatorium | | #1 See SET UP | Don Ellis | 20 rectangle tables need |
| | | | | | | INSTRUCTIONS | Kathy Johnson | to be set up around the |
| | | | | | | LS Rectangular | | perimeter. |
| | | | | | | Tables (8ft) | | |
| | | | | | | LS Rectangular | | Plus 1 outside the |
| | | | | | | Tables (6ft) | | gymatorium (21 total) |
| | | | | | | LS Rectangular | | |
| | | | | | | Tables (4ft) | | Thank you |
| Wed 02/29/2012 | 9:45 am | 10:30 am | LS Arts Assembly/Chapel | Brook Hill Lower School | | LS Chairs | | |
| | | | | LS Gymatorium | | | | |
| Wed 03/07/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Fri 03/09/2012 | 9:00 am | 10:15 am | 3rd grade Invention Convention | Brook Hill Lower School | | #1 See SET UP | Don Ellis | Don, |
| | | | | LS Gathering Place | | INSTRUCTIONS | | |
| | | | | | | LS Rectangular | | Paula is requesting 14 |
| | | | | | | Tables (8ft) | | long rectangular tabales |
| | | | | | | | | around the perimeter of |
| | | | | | | | | the room parallel with the |
| | | | | | | | | walls. No chairs are |
| | | | | | | | | needed. |
| Wed 03/21/2012 | 9:45 am | 10:30 am | PK-1st Honors Assembly | Brook Hill Lower School | | LS Chairs | | |
| | | | | LS Gymatorium | | | | |
| Wed 03/21/2012 | 10:45 am | 11:30 am | 2nd-5th Honors Assembly | LS Gymatorium | | LS Chairs | | |
| | | | | LS Lower School | | | | |
| Wed 03/28/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Fri 03/30/2012 | 9:30 am | 11:00 am | 2nd Grade Texas Hoe Down | LS Gathering Place | | #1 See SET UP | Don Ellis | Don, |
| | | | | | | INSTRUCTIONS | Cliff Ellis | |
| | | | | | | LS Rectangular | Kathy Johnson | On the 29th by 9 the 2nd |
| | | | | | | Tables (6ft) | | grade would like to have |
| | | | | | | LS Podium | | 80 chairs along the |
| | | | | | | LS Chairs | | perimeter of the gathering |
| | | | | | | LS Sound System | | room. 4 tables on the |
| | | | | | | | | inside of the gathering |
| | | | | | | | | room in front of the sink. |
| | | | | | | | | And 1 small table outside |
| | | | | | | | | the gathering room (for |
| | | | | | | | | sign in). |

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| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|--------------------------------|-------------------------|----------|-------------------|-------------------|----------------------------|
| Tue 04/03/2012 | 6:30 pm | 8:30 pm | MS/US Coffee House | FH Student Center | | #1 See SET UP | | Unlock Founder's Hall |
| | | | | | | INSTRUCTIONS | | from 6:00pm - 8:30pm |
| Wed 04/04/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Thu 04/05/2012 | 9:45 am | 11:15 am | Amazing Animals | LS Gymatorium | | #1 See SET UP | Jill McKenzie | Setup like Wax Museum |
| | | | | | | INSTRUCTIONS | Julie Dahn | with divider walls |
| | | | | | | LS Rectangular | | |
| | | | | | | Tables (6ft) | | |
| Wed 04/11/2012 | 9:45 am | 10:30 am | LS No Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Thu 04/12/2012 | 7:00 pm | 8:00 pm | Kindergarten& 1st Grade Spring | Brook Hill Lower School | | LS Chairs | | |
| | | | Program | LS Gymatorium | | | | |
| Wed 04/18/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Wed 04/25/2012 | 9:45 am | 10:30 am | LS No Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Wed 05/02/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |
| Fri 05/04/2012 | 10:15 am | 12:45 pm | 2nd Grade Grand Ball | LS Gathering Place | | #1 See SET UP | Don Ellis | Don, |
| | | | | | | INSTRUCTIONS | Cliff Ellis | |
| | | | | | | LS Chairs | | 2nd grade would like to |
| | | | | | | LS Rectangular | | have 3 tables setup and |
| | | | | | | Tables (8ft) | | 80 chairs set up along the |
| | | | | | | LS Wired Mic | | perimeter. |
| | | | | | | LS Mic Stand | | |
| | | | | | | | | Set up to begin 5/5/11 in |
| | | | | | | | | the am |
| Fri 05/04/2012 | 5:00 pm | 8:00 pm | Spring Art Gala | FH Library | | MS/US Rectangular | | |
| | | | | | | Tables (8ft) | | |
| Tue 05/08/2012 | 6:00 pm | 7:30 pm | LS Piano Recital | LS Dining Hall | | #1 See SET UP | | Don, |
| | | | | | | INSTRUCTIONS | | |
| | | | | | | Grand piano | | Please find in your box a |
| | | | | | | LS Chairs | | diagram for set up. |
| | | | | | | LS Rectangular | | |
| | | | | | | Tables (8ft) | | |
| Wed 05/09/2012 | 9:45 am | 10:30 am | LS Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS gymatorium set for |
| | | | | LS Gymatorium | | | | chapel |

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| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|----------------------------------|-------------------------|----------|----------------------|-------------------|------------------------------|
| Wed 05/09/2012 | 6:30 pm | 8:00 pm | LS Piano Recital | LS Dining Hall | | #1 See SET UP | Tammy Stephenson | Don, |
| | | | | | | INSTRUCTIONS | | |
| | | | | | | Grand piano | | Please find in your box a |
| | | | | | | LS Chairs | | diagram for set up. |
| | | | | | | LS Rectangular | | |
| | | | | | | Tables (8ft) | | |
| Fri 05/11/2012 | 10:00 am | 11:30 am | 1st Grade Poetry Cafe | LS Gathering Place | | #1 See SET UP | Don Ellis | 1st grade has requested 3 |
| | | | | | | INSTRUCTIONS | Cliff Ellis | rectangle tables 8 round |
| | | | | | | LS Chairs | Jill McKenzie | tables and 64 chairs. |
| | | | | | | LS Podium | Julie Dahn | |
| | | | | | | LS Mic Stand | | for technology they would |
| | | | | | | LS Rectangular | | like to have a straight mic. |
| | | | | | | Tables (6ft) | | and sound system |
| Thu 05/17/2012 | 7:00 pm | 8:00 pm | Cadet Singers Spring Concert | Brook Hill Lower School | | LS Chairs | | |
| | | | | LS Gymatorium | | | | |
| Fri 05/18/2012 | 8:45 am | 10:30 am | LS Honors Assembly - End of Year | Brook Hill Lower School | | LS Chairs | | |
| | | | Awards | LS Gymatorium | | | | |
| Fri 05/18/2012 | 5:30 pm | 7:30 pm | Boarding Students Graduation | LS Dining Hall | | #1 See SET UP | Don Ellis | |
| | | | Reception | | | INSTRUCTIONS | Paula Cool | |
| Mon 05/21/2012 | 7:00 pm | 8:00 pm | Kindergarten Promotion | Brook Hill Lower School | | LS Chairs | Don Ellis | |
| | | | | LS Gymatorium | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| | | | | | | LS Mic Stand | | |
| | | | | | | LS Podium | | |
| | | | | | | LS Handheld Wireless | | |
| | | | | | | Mic | | |
| Wed 05/23/2012 | 8:35 am | 10:35 am | LS Promotion Celebration | Brook Hill Lower School | | LS Chairs | | |
| | | | | LS Gymatorium | | | | |
| Wed 05/23/2012 | 10:15 am | 11:15 am | 5th Grade Reception | LS Gathering Place | | #1 See SET UP | Sandra Fritcher | Don: please set up the day |
| | | | | | | INSTRUCTIONS | | before after 2pm |
| | | | | | | | | |
| | | | | | | | | Need: 1 round table, 2 |
| | | | | | | | | rectangle tables |
| Thu 08/09/2012 | 6:30 pm | 7:30 pm | MS/US New Parent Orientation | FH Lecture Hall | | #1 See SET UP | | Inlock FH from 6:00 - |
| | | | | | | INSTRUCTIONS | | 8:00pm |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|--------------|----------|-------------------------------|-------------------------|----------|-------------------|-------------------|------------------------------|
| Tue 08/14/2012 | 1:00 pm | 4:00 pm | Back to School FairAll school | MS/US School | | MS/US Rectangular | Terri Pirtle | FACILITY SET UP: 20 |
| | | | | LH The Commons | | Tables (8ft) | | long tables and 3 chairs |
| | | | | | | MS/US Chairs | | per table |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | SOUND SET UP: N/A |
| Tue 08/21/2012 | 6:00 pm | 7:00 pm | LS New Parent Seminar | Brook Hill Lower School | | LS Chairs | Don Ellis | Don, Will you please set |
| | | | | LS Gathering Place | | #1 See SET UP | | 60 chairs in the gathering |
| | | | | | | INSTRUCTIONS | | room. Facing the board 5 |
| | | | | | | | | rows with 12 to a row and |
| | | | | | | | | 1 isle seperating 6 to each |
| | | | | | | | | side. |
| | | | | | | | | |
| | | | | | | | | Meeting is at 6:00 PM |
| | | | | | | | | |
| | | | | | | | | If you want to do this after |
| | | | | | | | | lunch please let me know |
| | | | | | | | | so that I can block off the |
| | | | | | | | | use of the room. Since we |
| | | | | | | | | have a permethian board |
| | | | | | | | | in there they have to |
| | | | | | | | | schedule time around |
| | | | | | | | | activity setups. If you are |
| | | | | | | | | planning on doing it after |
| | | | | | | | | school then that is even |
| | | | | | | | | better. |
| | | | | | | | | |
| | | | | | | | | Thank you |
| Wed 08/22/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 08/29/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Thu 08/30/2012 | 7.00 pm | 8.30 pm | K-3rd grades Phonics Parent | Brook Hill Lower School | | LS Chairs | | |
| | \checkmark | | Orientation | LS Gymatorium | | | | |
| Wed 09/05/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|-------------------------------|-------------------------|-----------|---------------------|-------------------|------------------------------|
| Thu 09/06/2012 | 9:00 am | 9:45 am | LS Visiting Author / David M. | LS Gymatorium | | #1 See SET UP | Tarra Denman | Please set up as Chapel. |
| | | | Sargent | | | INSTRUCTIONS | | Then place 3 8ft. tables in |
| | | | | | | LS Chairs | | rotunda for book display. |
| | | | | | | LS Rectangular | | |
| | | | | | | Tables (8ft) | | |
| Wed 09/19/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/26/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Fri 09/28/2012 | TBD | TBD | Pep Rally (LS,MS,US) | TBD | Pep Rally | Gym General Set Up | | set up sound and |
| | | | | | | (game, rally) | | bleachers for Pep Rally |
| | | | | | | Gym Sound | | |
| Fri 09/28/2012 | 12:30 am | 2:00 am | LS - Q & U Wedding | Brook Hill Lower School | | #1 See SET UP | Jennifer Haugh | Don, |
| | | | | LS Gathering Place | | INSTRUCTIONS | Don Ellis | |
| | | | | | | LS Round Tables | | We will need 80 chiars 40 |
| | | | | | | LS Chairs | | on either side with an isle. |
| | | | | | | MS/US Podium | | We will have the arch set |
| | | | | | | | | up against the far wall (the |
| | | | | | | | | one that backs up on the |
| | | | | | | | | playground) 2 round tables |
| | | | | | | | | by the back door and a |
| | | | | | | | | small rectangle table |
| | | | | | | | | underneath the screen. |
| | | | | | | | | Along with podium |
| Wed 10/03/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Fri 10/05/2012 | 10:30 am | 12:00 pm | 2nd Grade Poetry Cafe | LS Gathering Place | | LS Chairs | Don Ellis | Setup on Thurs. before or |
| | | | | | | LS Podium | Cliff Ellis | right after lunch please |
| | | | | | | LS Mic Stand | Kathy Johnson | |
| | | | | | | LS Sound System | | Don, |
| | | | | | | LS Round Tables | | |
| | | | | | | (More on next page) | | (More on next page) |
| | | | | | | | | |
| | | | | | | | | |

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| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|------------------------------|-------------------------|----------|-----------------|-------------------|-----------------------------|
| | | | | | | (Continued from | | (Continued from previous |
| | | | | | | previous page) | | page) |
| | | | | | | LS Rectangular | | They will need a podium |
| | | | | | | Tables (6ft) | | on a stage/platform |
| | | | | | | LS Rectangular | | between the 2 windows. |
| | | | | | | Tables (4ft) | | With 80 chairs arranged |
| | | | | | | #1 See SET UP | | with a center isle facing |
| | | | | | | INSTRUCTIONS | | the podium. 1 round and 3 |
| | | | | | | | | rectagle tables in the |
| | | | | | | | | room. 2 (4ft) tables in the |
| | | | | | | | | hall outside the room. |
| | | | | | | | | Cliff, |
| | | | | | | | | Please set the big mic. |
| | | | | | | | | system with the extending |
| | | | | | | | | arm for this event. |
| Wed 10/10/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/17/2012 | 9:45 am | 10:30 am | PK-1st Honors Assembly | Brook Hill Lower School | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | LS Gymatorium | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/17/2012 | 10:45 am | 11:30 am | 2nd-5th Honors Assembly | LS Lower School | | LS Chairs | | |
| | | | | LS Gymatorium | | | | |
| Wed 10/24/2012 | 9:30 am | 3:20 pm | LS-No Chapel School | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | Begins | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Thu 10/25/2012 | 7:00 pm | 8:00 pm | 2nd & 3rd grade Fall Musical | Brook Hill Lower School | | LS Chairs | | |
| | | | "Arkeology" | LS Gymatorium | | | | |
| Wed 10/31/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 11/07/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |

| | Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|---|----------------|----------|----------|-------------------------------|----------------|----------|---------------|-------------------|---------------------|
| ſ | Wed 11/14/2012 | 10:15 am | 11:15 am | Veterans ChapelCombined MS/US | LH The Commons | | #1 See SET UP | | (More on next page) |
| | | | | | | | INSTRUCTIONS | | |
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| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|---------|----------|-------------------------------|-------------------------|----------|---------------|-------------------|------------------------------|
| | | | | | | | | (Continued from previous |
| | | | | | | | | page) |
| | | | | | | | | FACILITY: 54 chairs on |
| | | | | | | | | stage, 1 podium, all |
| | | | | | | | | possible chairs on floor |
| | | | | | | | | (chapel style), set grand |
| | | | | | | | | piano up to left of stage. 1 |
| | | | | | | | | table in foyer area for |
| | | | | | | | | name tags. |
| | | | | | | | | SOUND: 1 platform |
| | | | | | | | | microphone, someone to |
| | | | | | | | | run CD, no special lighting. |
| Fri 11/16/2012 | 8:05 am | 11:45 am | LS Grandparent's Day | Brook Hill Lower School | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 11/28/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/05/2012 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Thu 12/13/2012 | 6:30 pm | 7:30 pm | PK-1 Christmas Program | Brook Hill Lower School | | LS Chairs | Kelly Simmon | This is just a PK program |
| | | | | LS Gymatorium | | #1 See SET UP | Wally Dawkins | so check with Bill but I'm |
| | | | | | | INSTRUCTIONS | Don Ellis | thinking 150 chairs |
| Mon 12/17/2012 | 6:30 pm | 8:30 pm | Faculty/Staff Christmas Party | FH Library | Party | MS/US Unlock | Linda Seronello | unlock FH till 9:30Pm |
| | | | | | | Facilities | | |
| | | | | | | #1 See SET UP | | 3 oversized garbage cans |
| | | | | | | INSTRUCTIONS | | 6 round or rectangle tables |
| | | | | | | | | (seats 6 not 10) (upper |
| | | | | | | | | level of library) |
| | | | | | | | | chairs for the 6 tables |
| | | | | | | | | (upper level of library) |
| | | | | | | | | 4 long rectangle tables (for |
| | | | | | | | | serving food on, lower |
| | | | | | | | | level, in front of windows) |
| | | | | | | | | (More on next page) |
| | | | | | | | | |
| | | | | | | | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|-------------------------|-------------------------|----------|---------------|-------------------|-----------------------------|
| | | | | | | | | (Continued from previous |
| | | | | | | | | page) |
| | | | | | | | | 1 long rectangle table |
| | | | | | | | | (place in entry by |
| | | | | | | | | waterfountain to put gifts |
| | | | | | | | | on) |
| | | | | | | | | Don, contact cleaning |
| | | | | | | | | crew about party in Library |
| | | | | | | | | - ask that they do not |
| | | | | | | | | come into Founder's Hall |
| | | | | | | | | with cleaning stuff until |
| | | | | | | | | after 8:30pm. |
| Wed 12/19/2012 | 9:45 am | 10:30 am | LS Christmas Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | LS Gymatorium | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/09/2013 | 9:45 am | 10:30 am | PK-1st Honors Assembly | Brook Hill Lower School | | LS Chairs | Don Ellis | LS Chapel Setup |
| | | | | LS Gymatorium | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/09/2013 | 10:45 am | 11:30 am | 2nd-5th Honors Assembly | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel Setup |
| | | | | LS Lower School | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/16/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/23/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/30/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/06/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/13/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|--------------------------------|---|----------|---|---|--|
| Wed 02/13/2013 | 10:30 am | 11:30 am | LS Group Pictures | LS Gathering Place | | #1 See SET UP INSTRUCTIONS LS Risers | | Don, Please set risers in the gathering place for lower school class group |
| Wed 02/20/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | pictures. LS Chapel setup |
| Thu 02/21/2013 | 1:00 pm | 2:45 pm | Great American Wax Museum | LS Gymatorium | | #1 See SET UP INSTRUCTIONS LS Rectangular Tables (8ft) LS Rectangular Tables (6ft) LS Rectangular Tables (4ft) | Don Ellis Kathy Johnson Hannah Brashier | 20 6' tables, 9 8' tables check activity request form for details Thank you |
| Wed 02/27/2013 | 9:45 am | 10:30 am | LS Arts Assembly/Chapel | Brook Hill Lower School LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel Setup |
| Wed 03/06/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel setup |
| Fri 03/08/2013 | 9:00 am | 10:15 am | 3rd grade Invention Convention | Brook Hill Lower School LS Gathering Place | | #1 See SET UP INSTRUCTIONS LS Rectangular Tables (8ft) | Don Ellis | Don, Paula is requesting 14 long rectangular tabales around the perimeter of the room parallel with the walls. No chairs are needed. |
| Wed 03/20/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel setup |
| Wed 03/27/2013 | 9:45 am | 10:30 am | PK-1st Honors Assembly | Brook Hill Lower School LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel Setup |
| Wed 03/27/2013 | 10:45 am | 11:30 am | 2nd-5th Honors Assembly | LS Lower School LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel Setup |

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| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|-----------------------------|-------------------------|----------|-----------------|-------------------|----------------------------|
| Wed 04/03/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Fri 04/05/2013 | 10:00 am | 11:45 am | 2nd Grade Texas Hoe Down | LS Gathering Place | | #1 See SET UP | Don Ellis | Don, |
| | | | | | | INSTRUCTIONS | Cliff Ellis | |
| | | | | | | LS Rectangular | Kathy Johnson | On April 5th, the 2nd |
| | | | | | | Tables (6ft) | | grade would like to have |
| | | | | | | LS Podium | | 80 chairs along the |
| | | | | | | LS Chairs | | perimeter of the gathering |
| | | | | | | LS Sound System | | room. 4 tables on the |
| | | | | | | | | inside of the gathering |
| | | | | | | | | room in front of the sink. |
| | | | | | | | | And 1 small table outside |
| | | | | | | | | the gathering room (for |
| | | | | | | | | sign in). |
| Mon 04/08/2013 | 7:00 pm | 8:00 pm | Middle School Choir Concert | Brook Hill Upper School | | MS/US Chairs | | |
| | | | | | | MS/US Handheld | | |
| | | | | | | Wireless Mic | | |
| | | | | | | MS/US Mic Stand | | |
| | | | | | | MS/US Risers | | |
| Thu 04/11/2013 | 7:00 pm | 8:30 pm | 4th & 5th grade Musical | Brook Hill Lower School | | LS Chairs | Kelly Simmon | Don, you can leave the |
| | | | | LS Gymatorium | | #1 See SET UP | Don Ellis | chairs for Fri. morn. |
| | | | | | | INSTRUCTIONS | Wally Dawkins | assembly |
| Wed 04/17/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Fri 04/19/2013 | 10:30 am | 1:25 pm | Amazing Animals | LS Gymatorium | | #1 See SET UP | Jill McKenzie | Don, |
| | | | | | | INSTRUCTIONS | Julie Dahn | |
| | | | | | | LS Rectangular | | 18 tables will need to be |
| | | | | | | Tables (6ft) | | Setup around 1/2 the gym |
| Wed 05/01/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|----------------------------------|-------------------------|----------|-------------------|-------------------|------------------------------|
| Fri 05/03/2013 | 10:15 am | 11:45 am | 2nd Grade Grand Ball | LS Gathering Place | | #1 See SET UP | Don Ellis | Don, |
| | | | | | | INSTRUCTIONS | Cliff Ellis | |
| | | | | | | LS Chairs | | 2nd grade would like to |
| | | | | | | LS Rectangular | | have 4 tables setup (1 |
| | | | | | | Tables (8ft) | | outside room) and 80 |
| | | | | | | LS Wired Mic | | chairs set up along the |
| | | | | | | LS Mic Stand | | perimeter. |
| | | | | | | | | Set up to begin Thurs. in |
| | | | | | | | | the am |
| Wed 05/08/2013 | 9:45 am | 10.30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| Wed 03/00/2013 | 9.45 am | 10.50 am | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Fri 05/10/2013 | 10:00 am | 11:30 am | 1st Grade Mother's Tea | LS Gathering Place | | #1 See SET UP | Don Ellis | 1st grade is requesting 10 |
| 11103/10/2013 | 10.00 am | 11.50 am | | | | INSTRUCTIONS | Cliff Ellis | round tables, 2 rectangle |
| | | | | | | LS Chairs | Jill McKenzie | tables and 60 chairs. |
| | | | | | | LS Podium | Julie Dahn | Please set stage in front of |
| | | | | | | LS Mic Stand | | promethean board. |
| | | | | | | LS Rectangular | | promethean board. |
| | | | | | | Tables (6ft) | | |
| Thu 05/16/2013 | 7:00 pm | 8:00 pm | Cadet Singers Spring Concert | Brook Hill Lower School | | LS Chairs | | |
| | 7.00 pm | 0.00 pm | | LS Gymatorium | | | | |
| Fri 05/17/2013 | 8:45 am | 10:30 am | LS Honors Assembly - End of Year | Brook Hill Lower School | | LS Chairs | | |
| | | | Awards | LS Gymatorium | | | | |
| Mon 05/20/2013 | 7:00 pm | 8:00 pm | Kindergarten Promotion | Brook Hill Lower School | | LS Chairs | Don Ellis | LS Chapel Setup |
| | | | | LS Gymatorium | | | | |
| Wed 05/22/2013 | 8:35 am | 10:35 am | LS Promotion Celebration | Brook Hill Lower School | | LS Chairs | | |
| | | | | LS Gymatorium | | | | |
| Tue 08/20/2013 | 1:00 pm | 4:00 pm | Back to School FairMS/US | MS/US School | | MS/US Rectangular | Julie Hanks | FACILITY SET UP: 20 |
| | | | | LH The Commons | | Tables (8ft) | | long tables and 3 chairs |
| | | | | | | MS/US Chairs | | per table |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | SOUND SET UP: N/A |
| Tue 08/27/2013 | 6:30 pm | 7:00 pm | LS New Parent Seminar | LS Gathering Place | | LS Chairs | Don Ellis | (More on next page) |
| | | | | Brook Hill Lower School | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|---------|----------|------------|---------------|----------|--|-------------------|---|
| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions (Continued from previous page) Don, Will you please set 60 chairs in the gathering room. Facing the board 5 rows with 12 to a row and 1 isle seperating 6 to each side. Meeting is at 6:00 PM If you want to do this after lunch please let me know so that I can block off the use of the room. Since we have a permethian board in there they have to schedule time around |
| | | | | | | | | activity setups. If you are planning on doing it after school then that is even better. Thank you |
| Wed 08/28/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel setup |
| Wed 09/04/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel setup |
| Wed 09/18/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel setup |
| Wed 09/25/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel setup |

6:45 am Sat 11 May, 24

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|---------|--------------------|-------------------------|----------|---------------------|-------------------|---------------------|
| Fri 09/27/2013 | 12:30 am | 2:00 am | LS - Q & U Wedding | Brook Hill Lower School | | (More on next page) | Jennifer Haugh | (More on next page) |
| | | | | LS Gathering Place | | | Don Ellis | |
| | | | | | | | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|---------|----------|----------------------|-------------------------|----------|-----------------|-------------------|------------------------------|
| | | | | | | (Continued from | | (Continued from previous |
| | | | | | | previous page) | | page) |
| | | | | | | #1 See SET UP | | Don, |
| | | | | | | INSTRUCTIONS | | |
| | | | | | | LS Round Tables | | We will need 80 chiars 40 |
| | | | | | | LS Chairs | | on either side with an isle. |
| | | | | | | MS/US Podium | | We will have the arch set |
| | | | | | | | | up against the far wall (the |
| | | | | | | | | one that backs up on the |
| | | | | | | | | playground) 2 round tables |
| | | | | | | | | by the back door and a |
| | | | | | | | | small rectangle table |
| | | | | | | | | underneath the screen. |
| | | | | | | | | Along with podium |
| Wed 10/02/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/09/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/16/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/23/2013 | 9:45 am | 10:30 am | Honors Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | Brook Hill Lower School | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/30/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 11/06/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 11/13/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Fri 11/22/2013 | 8:30 am | 12:10 pm | LS Grandparent's Day | Brook Hill Lower School | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|---------|----------|-----------------------------------|-------------------------|----------|---------------|-------------------|----------------------------|
| Wed 12/04/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/11/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Thu 12/12/2013 | 6:30 pm | 7:00 pm | PK & Kindergarten Christmas | LS Gymatorium | | LS Chairs | Wally Dawkins | |
| | | | Program | Brook Hill Lower School | | #1 See SET UP | Don Ellis | |
| | | | | | | INSTRUCTIONS | Kevin Pierce | |
| Thu 12/12/2013 | 7:01 pm | 8:00 pm | 1st & 2nd grade Christmas Program | Brook Hill Lower School | | LS Chairs | Wally Dawkins | This is just a PK program |
| | | | | LS Gymatorium | | #1 See SET UP | Don Ellis | so check with Bill but I'm |
| | | | | | | INSTRUCTIONS | Kevin Pierce | thinking 150 chairs |
| Tue 12/17/2013 | 6:30 pm | 8:00 pm | 3rd thru 5th grade Christmas | LS Gymatorium | | LS Chairs | Kevin Pierce | |
| | | | Program | Brook Hill Lower School | | | | |
| Wed 12/18/2013 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/08/2014 | 9:45 am | 10:30 am | Honors Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel Setup |
| | | | | Brook Hill Lower School | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/15/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/22/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/29/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/05/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/12/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|--------------------------------|-------------------------|----------|----------------|-------------------|----------------------------|
| Wed 02/12/2014 | 10:30 am | 11:30 am | LS Group Pictures | LS Gathering Place | | #1 See SET UP | | Don, Please set risers in |
| | | | | | | INSTRUCTIONS | | the gathering place for |
| | | | | | | LS Risers | | lower school class group |
| | | | | | | | | pictures. |
| Wed 02/19/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/26/2014 | 9:45 am | 10:30 am | LS Arts Assembly/Chapel | Brook Hill Lower School | | LS Chairs | Don Ellis | LS Chapel Setup |
| | | | | LS Gymatorium | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/05/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Fri 03/07/2014 | 9:00 am | 10:15 am | 3rd grade Invention Convention | Brook Hill Lower School | | #1 See SET UP | Don Ellis | Don, |
| | | | | LS Gathering Place | | INSTRUCTIONS | | |
| | | | | | | LS Rectangular | | Paula is requesting 14 |
| | | | | | | Tables (8ft) | | long rectangular tables |
| | | | | | | | | around the perimeter of |
| | | | | | | | | the room parallel with the |
| | | | | | | | | walls. No chairs are |
| | | | | | | | | needed. |
| Wed 03/26/2014 | 9:45 am | 10:30 am | Honors Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel Setup |
| | | | | Brook Hill Lower School | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 04/02/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Tue 04/08/2014 | 6:30 pm | 7:30 pm | 1st grade Easter Musical | LS Gymatorium | | LS Chairs | Don Ellis | Don, you can leave the |
| | | | | Brook Hill Lower School | | #1 See SET UP | Wally Dawkins | chairs for Fri. morn. |
| | | | | | | INSTRUCTIONS | Kevin Pierce | assembly |
| Wed 04/09/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 04/16/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |

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| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|----------------------|--------------------|----------|--|---|--|
| Wed 04/30/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel setup |
| Thu 05/01/2014 | 6:30 pm | 8:00 pm | LS Piano Recital | LS Dining Hall | | #1 See SET UP INSTRUCTIONS Grand piano LS Chairs LS Rectangular Tables (8ft) | Tammy Stephenson | Don, Please find in your box a diagram for set up. |
| Fri 05/02/2014 | 10:00 am | 11:00 am | 1st Grade Poetry Tea | LS Gathering Place | | LS Chairs LS Round Tables | Jill McKenzie Julie Dahn Don Ellis | Please set the stage up under the promethian board Microphone/speaker & stand on the right of the stage 64 chairs set facing the stage with center isle 8 round tables on the N. wall behind the chairs |
| Wed 05/07/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs #1 See SET UP INSTRUCTIONS | Don Ellis | LS Chapel setup |
| Fri 05/09/2014 | 10:15 am | 11:45 am | 2nd Grade Grand Ball | LS Gathering Place | | #1 See SET UP INSTRUCTIONS LS Chairs LS Rectangular Tables (8ft) LS Wired Mic LS Mic Stand | Don Ellis Cliff Ellis Jason Forrest | Don, 2nd grade would like to have 4 rectangle tables setup (1 outside room) and the other 3 by the sink. Also 80 chairs set up along the perimeter. Set up to begin Thurs. in the am |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|------------------------|----------|----------|-----------------------------------|-------------------------|----------|-------------------|-------------------|--------------------------|
| Wed 05/14/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Thu 05/15/2014 | 6:30 pm | 7:30 pm | Cadet Singers & LS Strings Spring | LS Gymatorium | | LS Chairs | Kevin Pierce | |
| | | | Concert | Brook Hill Lower School | | | | |
| Ned 05/21/2014 9:45 am | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Tue 05/27/2014 | 10:00 am | 10:30 am | Kindergarten Promotion | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel Setup |
| | | | | Brook Hill Lower School | | | | |
| Wed 05/28/2014 | 8:35 am | 10:35 am | LS Promotion Celebration | Brook Hill Lower School | | LS Chairs | | |
| | | | | LS Gymatorium | | | | |
| Mon 08/11/2014 | 4:00 pm | 6:00 pm | Back to School FairMS/US | MS/US School | | MS/US Rectangular | Julie Hanks | FACILITY SET UP: 20 |
| | | | | LH The Commons | | Tables (8ft) | | long tables and 3 chairs |
| | | | | | | MS/US Chairs | | per table |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | SOUND SET UP: N/A |
| Wed 08/20/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 08/27/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/03/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/10/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/17/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|---------|----------|----------------------|-------------------------|----------|----------------------|-------------------|--------------------|
| Mon 09/22/2014 | 6:00 pm | 8:00 pm | Look & See | Brook Hill Lower School | | LS Round Tables | | |
| | | | | | | LS Sound System | | |
| | | | | | | LS Video Projector | | |
| | | | | | | LS Wired Mic | | |
| | | | | | | LS Unlock Facilities | | |
| | | | | | | LS Podium | | |
| | | | | | | LS Chairs | | |
| | | | | | | LS Rectangular | | |
| | | | | | | Tables (8ft) | | |
| Wed 09/24/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| 1 | | | | | | #1 See SET UP | Sandra Fritcher | |
| 1 | | | | | | INSTRUCTIONS | | |
| Wed 10/01/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/08/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/15/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/22/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/29/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 11/05/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 11/12/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Fri 11/21/2014 | 8:30 am | 12:10 pm | LS Grandparent's Day | Brook Hill Lower School | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/03/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|-------------------|--------------------|----------|---------------|-------------------|---------------------------|
| Wed 12/10/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/17/2014 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/07/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/14/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/21/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/28/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/04/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/11/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/18/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/18/2015 | 10:30 am | 11:30 am | LS Group Pictures | LS Gathering Place | | #1 See SET UP | | Don, Please set risers in |
| | | | | | | INSTRUCTIONS | | the gathering place for |
| | | | | | | LS Risers | | lower school class group |
| | | | | | | | | pictures. |
| Wed 02/25/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/04/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |

| Image: And American American and American Ameri | Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|--|------------------------|----------|----------|--------------------------------|-------------------------|----------|----------------|-------------------|---------------------|
| Image: Construction | Wed 03/18/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
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| Image: series of the series | | | | | | | INSTRUCTIONS | | |
| Index | Wed 04/01/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | | | LS Chapel setup |
| /ed 04/08/2015 9:45 am 10:30 am LS Chapel LS Gymatorium LS Chairs Don Ellis Sandra Fritcher /ed 04/15/2015 9:45 am 10:30 am LS Chapel LS Gymatorium LS Gymatorium LS Chairs Don Ellis Sandra Fritcher /ed 04/15/2015 9:45 am 10:30 am LS Chapel LS Gymatorium LS Gymatorium LS Chairs Don Ellis LS Chapel setup ri 04/17/2015 9:00 am 10:15 am 3rd grade Invention Convention LS Gathering Place #1 See SET UP Don Ellis Don, ri 04/17/2015 9:00 am 10:15 am 3rd grade Invention Convention LS Gymatorium LS Gymatorium #1 See SET UP Don Ellis Don, riod /17/2015 9:00 am 10:15 am 10:30 am LS Chapel LS Gymatorium LS Chairs Ministructions Don, riod /17/2015 9:45 am 10:30 am LS Chapel LS Gymatorium LS Gymatorium LS Chairs Don Ellis Don, red 04/29/2015 9:45 am 10:30 am LS Chapel LS Gymatorium LS Gymatorium LS Chairs Don Ellis LS Chapel setup < | | | | | | | #1 See SET UP | Sandra Fritcher | |
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| Image: Note of the constraint of | Wed 04/15/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | | | LS Chapel setup |
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| Brook Hill Lower SchoolINSTRUCTIONS LS Rectangular Tables (8ft)Paula is requesting 14 long rectangular tables around the perimeter of the room parallel with the walls. No chairs are needed./ed 04/29/20159:45 am10:30 amLS ChapelLS GymatoriumLS GymatoriumLS Chairs #1 See SET UP INSTRUCTIONSDon Ellis Sandra FritcherLS Chapel setup/ed 05/08/20159:45 am10:30 amLS ChapelLS GymatoriumLS GymatoriumLS Chairs #1 See SET UP INSTRUCTIONSDon Ellis Sandra FritcherLS Chapel setupri 05/08/201510:15 am11:45 am2nd Grade Grand BallLS Gathering Place#1 See SET UP INSTRUCTIONSDon Ellis Jason Forrest Kathy JohnsonDon,II 1:45 am2nd Grade Grand BallLS Gathering Place#1 See SET UP INSTRUCTIONSDon Ellis Jason Forrest Kathy JohnsonDon, | | | | | | | | | |
| Image: hereImage: hereImage: hereImage: hereImage: hereImage: hereImage: hereHere< | Fri 04/17/2015 | 9:00 am | 10:15 am | 3rd grade Invention Convention | | | | Don Ellis | Don, |
| Image: series of the series | | | | | Brook Hill Lower School | | | | |
| Image: series of the series | | | | | | | | | |
| Image: series of series o | | | | | | | Tables (8ft) | | |
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| Image: | Wed 04/29/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | | | LS Chapel setup |
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| Image: series of the series | | | | | | | | | |
| Image: series of the series | Wed 05/06/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | | | LS Chapel setup |
| ri 05/08/2015 10:15 am 11:45 am 2nd Grade Grand Ball LS Gathering Place #1 See SET UP Don Ellis Don, INSTRUCTIONS LS Chairs LS Chairs Kathy Johnson (More on next page) LS Rectangular Tables (8ft) | | | | | | | | Sandra Fritcher | |
| INSTRUCTIONS Jason Forrest LS Chairs Kathy Johnson (More on next page) LS Rectangular Tables (8ft) | | | | | | | | | |
| LS Chairs Kathy Johnson (More on next page) LS Rectangular Tables (8ft) | Fri 05/08/2015 | 10:15 am | 11:45 am | 2nd Grade Grand Ball | LS Gathering Place | | | | Don, |
| LS Rectangular Tables (8ft) | | | | | | | | | |
| Tables (8ft) | | | | | | | LS Chairs | Kathy Johnson | (More on next page) |
| | | | | | | | LS Rectangular | | |
| LS Wired Mic | | | | | | | | | |
| | | | | | | | LS Wired Mic | | |

LS Mic Stand

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|------------------------------|-------------------------|----------|-------------------|-------------------|----------------------------|
| | | | | | | | | (Continued from previous |
| | | | | | | | | page) |
| | | | | | | | | 2nd grade would like to |
| | | | | | | | | have 4 rectangle tables |
| | | | | | | | | setup (1 outside room) and |
| | | | | | | | | the other 3 by the sink. |
| | | | | | | | | Also 80 chairs set up |
| | | | | | | | | along the perimeter. |
| | | | | | | | | Set up to begin Thurs. in |
| | | | | | | | | the am |
| Wed 05/13/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Thu 05/14/2015 | 6:30 pm | 7:30 pm | Cadet Singers Spring Concert | LS Gymatorium | | LS Chairs | Kevin Pierce | |
| | | | | Brook Hill Lower School | | | | |
| Tue 05/19/2015 | 10:00 am | 10:30 am | Kindergarten Promotion | Brook Hill Lower School | | LS Chairs | Don Ellis | LS Chapel Setup |
| | | | | LS Gymatorium | | | | |
| Wed 05/20/2015 | 8:35 am | 10:35 am | LS Promotion Celebration | Brook Hill Lower School | | LS Chairs | Don Ellis | |
| | | | | LS Gymatorium | | | Sandra Fritcher | |
| Mon 08/17/2015 | 5:00 pm | 6:30 pm | Back to School FairMS/US | MS/US School | | MS/US Rectangular | Julie Hanks | FACILITY SET UP: 20 |
| | | | | LH The Commons | | Tables (8ft) | | long tables and 3 chairs |
| | | | | | | MS/US Chairs | | per table |
| | | | | | | #1 See SET UP | | |
| | | | | | | INSTRUCTIONS | | SOUND SET UP: N/A |
| Wed 08/26/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/02/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/16/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/23/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|---------|----------|------------|---------------|---------------|-----------------|-------------------|--------------------|
| Wed 09/30/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/07/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ned 10/14/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | #1 See SET UP | Sandra Fritcher | | |
| | | | | | | INSTRUCTIONS | | |
| Ned 10/21/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/28/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ned 11/04/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 11/11/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ned 11/18/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/02/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/09/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/16/2015 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | - | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ned 01/06/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | - | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|-------------------|--------------------|----------|---------------|-------------------|---------------------------|
| Wed 01/13/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/20/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/27/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/03/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/10/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/17/2016 | 10:30 am | 11:30 am | LS Group Pictures | LS Gathering Place | | #1 See SET UP | | Don, Please set risers in |
| | | | | 5 | | INSTRUCTIONS | | the gathering place for |
| | | | | | | LS Risers | | lower school class group |
| | | | | | | | | pictures. |
| Wed 02/24/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/02/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | - 5 | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/16/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/23/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/30/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 04/06/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| | | | | | | | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|--------------------------------|-------------------------|----------|-----------------|--------------------|----------------------------|
| Wed 04/13/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 04/27/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Fri 04/29/2016 | 9:00 am | 10:15 am | 3rd grade Invention Convention | Brook Hill Lower School | | #1 See SET UP | Don Ellis | Don, |
| | | | | | | INSTRUCTIONS | | |
| | | | | | | LS Rectangular | | Paula is requesting 14 |
| | | | | | | Tables (8ft) | | long rectangular tables |
| | | | | | | | | around the perimeter of |
| | | | | | | | | the room parallel with the |
| | | | | | | | | walls. No chairs are |
| | | | | | | | | needed. |
| Wed 05/04/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Fri 05/06/2016 | 10:30 am | 11:45 am | 1st Grade Poetry Tea | LS Gymatorium | | LS Chairs | Marty Smith | Please set the stage up |
| | | | | | | LS Round Tables | | under the promethian |
| | | | | | | | | board |
| | | | | | | | | Microphone/speaker & |
| | | | | | | | | stand on the right of the |
| | | | | | | | | stage |
| | | | | | | | | 64 chairs set facing the |
| | | | | | | | | stage with center isle |
| | | | | | | | | 8 round tables on the N. |
| | | | | | | | | wall behind the chairs |
| Wed 05/11/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Thu 05/12/2016 | 7:00 pm | 8:00 pm | Cadet Singers Spring Concert | Brook Hill Lower School | | LS Chairs | Kevin Pierce | |
| | | | | LS Gymatorium | | | | |
| Fri 05/13/2016 | 10:15 am | 11:45 am | 2nd Grade Grand Ball | LS Classroom | | #1 See SET UP | Toni Collins | |
| | | | | | | INSTRUCTIONS | Michelle Culpepper | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|--------------------|---------|----------|--------------------------|-------------------------|---------------|-----------------|-------------------|--------------------|
| Wed 05/18/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ned 05/25/2016 | 8:35 am | 10:35 am | LS Promotion Celebration | Brook Hill Lower School | | LS Chairs | Don Ellis | |
| | | | | LS Gymatorium | | | Sandra Fritcher | |
| Wed 08/24/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | - 5 | | #1 See SET UP | Sandra Fritcher | | |
| | | | | | INSTRUCTIONS | | | |
| Wed 08/31/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/14/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| //00/00/14/2010 | 0.40 um | 10.00 um | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 09/21/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| wed 09/21/2010 | 9.45 am | 10.50 am | | Lo Gymatonum | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | | | |
| NL 1 00/00/0040 | 0.45 | 40.00 | | | | | | |
| Wed 09/28/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | 40.00 | | | | INSTRUCTIONS | | |
| Wed 10/05/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ned 10/12/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ned 10/19/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 10/26/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ved 11/02/2016 9:4 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Ned 11/09/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|-------------------|--------------------|---------------|-----------------|-------------------|---------------------------|
| Wed 11/16/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 11/30/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/07/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | #1 See SET UP | Sandra Fritcher | | |
| | | | | | | INSTRUCTIONS | | |
| Wed 12/14/2016 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/04/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/11/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/18/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 01/25/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/01/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/08/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/15/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 02/15/2017 | 10:30 am | 11:30 am | LS Group Pictures | LS Gathering Place | | #1 See SET UP | | Don, Please set risers in |
| | | | | Ŭ Ŭ | | INSTRUCTIONS | | the gathering place for |
| | | | | | | LS Risers | | lower school class group |
| | | | | | | | | pictures. |

| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|---------|----------|--------------------------------|--------------------|--------------|----------------|-------------------|----------------------------|
| Wed 02/22/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/01/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/08/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | INSTRUCTIONS | | | |
| Wed 03/22/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 03/29/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 04/05/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 04/19/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 04/26/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Fri 04/28/2017 | 9:00 am | 10:15 am | 3rd grade Invention Convention | LS Gathering Place | | #1 See SET UP | Don Ellis | Don, |
| | | | | | | INSTRUCTIONS | | |
| | | | | | | LS Rectangular | | Paula is requesting 14 |
| | | | | | | Tables (8ft) | | long rectangular tables |
| | | | | | | | | around the perimeter of |
| | | | | | | | | the room parallel with the |
| | | | | | | | | walls. No chairs are |
| | | | | | | | | needed. |
| Wed 05/03/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Wed 05/10/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |

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| Date | Start | End | Event Name | Location | Activity | Equipment | Contact Full Name | Setup Instructions |
|----------------|----------|----------|--------------------------|-------------------------|----------|-----------------|--------------------|---------------------------|
| Fri 05/12/2017 | 10:30 am | 11:45 am | 1st Grade Poetry Tea | LS Gymatorium | | LS Chairs | Marty Smith | Please set the stage up |
| | | | | | | LS Round Tables | | under the promethian |
| | | | | | | | | board |
| | | | | | | | | Microphone/speaker & |
| | | | | | | | | stand on the right of the |
| | | | | | | | | stage |
| | | | | | | | | 64 chairs set facing the |
| | | | | | | | | stage with center isle |
| | | | | | | | | 8 round tables on the N. |
| | | | | | | | | wall behind the chairs |
| Wed 05/17/2017 | 9:45 am | 10:30 am | LS Chapel | LS Gymatorium | | LS Chairs | Don Ellis | LS Chapel setup |
| | | | | | | #1 See SET UP | Sandra Fritcher | |
| | | | | | | INSTRUCTIONS | | |
| Fri 05/19/2017 | 10:15 am | 11:45 am | 2nd Grade Grand Ball | LS Gathering Place | | #1 See SET UP | Toni Collins | |
| | | | | | | INSTRUCTIONS | Michelle Culpepper | |
| Wed 05/24/2017 | 8:35 am | 10:35 am | LS Promotion Celebration | LS Gymatorium | | LS Chairs | Don Ellis | |
| | | | | Brook Hill Lower School | | | Sandra Fritcher | |
| Wed 02/07/2018 | 10:30 am | 11:30 am | LS Group Pictures | LS Gathering Place | | #1 See SET UP | | Don, Please set risers in |
| | | | | | | INSTRUCTIONS | | the gathering place for |
| | | | | | | LS Risers | | lower school class group |
| | | | | | | | | pictures. |