

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 01/04/2012	9:45 am	10:30 am	PK-1st Honors Assembly	Brook Hill Lower School LS Gymatorium	LS Chairs		
Wed 01/04/2012	10:45 am	11:30 am	2nd-5th Honors Assembly	LS Gymatorium LS Lower School	LS Chairs		
Tue 01/10/2012	2:30 pm	3:15 pm	LS BHPA meeting	LS Dining Hall	#1 See SET UP INSTRUCTIONS	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.	Don Ellis
Wed 01/11/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis
Wed 01/18/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis
Wed 01/25/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis
Wed 02/01/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis
Wed 02/08/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis
Wed 02/15/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis
Wed 02/15/2012	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 pictures.	
Wed 02/22/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Fri 02/24/2012	10:00 am	11:45 am	Great American Wax Museum	LS Gymatorium	#1 See SET UP INSTRUCTIONS LS Rectangular Tables (8ft) LS Rectangular Tables (6ft) LS Rectangular Tables (4ft)	20 rectangle tables need to be set up around the perimeter. Plus 1 outside the gymatorium (21 total) Thank you	Don Ellis Kathy Johnson
Wed 02/29/2012	9:45 am	10:30 am	LS Arts Assembly/Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs		
Wed 03/07/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis
Fri 03/09/2012	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, Paula is requesting 14 long rectangular tables around the perimeter of the room parallel with the walls. No chairs are needed.	Don Ellis
Wed 03/21/2012	9:45 am	10:30 am	PK-1st Honors Assembly	Brook Hill Lower School LS Gymatorium	LS Chairs		
Wed 03/21/2012	10:45 am	11:30 am	2nd-5th Honors Assembly	LS Gymatorium LS Lower School	LS Chairs		
Wed 03/28/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs	LS gymatorium set for chapel	Don Ellis
Fri 03/30/2012	9:30 am	11:00 am	2nd Grade Texas Hoe Down	LS Gathering Place	#1 See SET UP INSTRUCTIONS LS Rectangular Tables (6ft) LS Podium LS Chairs LS Sound System	Don, On the 29th by 9 the 2nd grade would like to have 80 chairs along the perimeter of the gathering 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).	Don Ellis Cliff Ellis Kathy Johnson
Tue 04/03/2012	6:30 pm	8:30 pm	MS/US Coffee House	FH Student Center	#1 See SET UP INSTRUCTIONS	Unlock Founder's Hall from 6:00pm - 8:30pm	

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

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Tue 08/14/2012	1:00 pm	4:00 pm	Back to School Fair--All school	MS/US School LH The Commons	MS/US Rectangular Tables (8ft) MS/US Chairs #1 See SET UP INSTRUCTIONS	FACILITY SET UP: 20 long tables and 3 chairs per table SOUND SET UP: N/A	Terri Pirtle
Tue 08/21/2012	6:00 pm	7:00 pm	LS New Parent Seminar	Brook Hill Lower School LS Gathering Place	LS Chairs #1 See SET UP INSTRUCTIONS	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	Don Ellis
Wed 08/22/2012	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 08/29/2012	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Thu 08/30/2012	7:00 pm	8:30 pm	K-3rd grades Phonics Parent Orientation	Brook Hill Lower School LS Gymatorium	LS Chairs		
Wed 09/05/2012	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis

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

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 11/14/2012	10:15 am	11:15 am	Veterans Chapel--Combined MS/US	LH The Commons	#1 See SET UP INSTRUCTIONS	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 #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 12/05/2012	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Thu 12/13/2012	6:30 pm	7:30 pm	PK-1 Christmas Program	Brook Hill Lower School LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	This is just a PK program so check with Bill but I'm thinking 150 chairs	Kelly Simmon Wally Dawkins Don Ellis
Mon 12/17/2012	6:30 pm	8:30 pm	Faculty/Staff Christmas Party	FH Library	MS/US Unlock Facilities #1 See SET UP INSTRUCTIONS	unlock FH till 9:30Pm 3 oversized garbage cans 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)	Linda Seronello

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
						(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 Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 01/09/2013	9:45 am	10:30 am	PK-1st Honors Assembly	Brook Hill Lower School LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel Setup	Don Ellis
Wed 01/09/2013	10:45 am	11:30 am	2nd-5th Honors Assembly	LS Gymatorium LS Lower School	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel Setup	Don Ellis
Wed 01/16/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 01/23/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 01/30/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 02/06/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 02/13/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
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 pictures.	
Wed 02/20/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
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)	20 6' tables, 9 8' tables check activity request form for details Thank you	Don Ellis Kathy Johnson Hannah Brashier
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	LS Chapel Setup	Don Ellis
Wed 03/06/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
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, Paula is requesting 14 long rectangular tables around the perimeter of the room parallel with the walls. No chairs are needed.	Don Ellis
Wed 03/20/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
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	LS Chapel Setup	Don Ellis
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	LS Chapel Setup	Don Ellis

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 04/03/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Fri 04/05/2013	10:00 am	11:45 am	2nd Grade Texas Hoe Down	LS Gathering Place	#1 See SET UP INSTRUCTIONS LS Rectangular Tables (6ft) LS Podium LS Chairs LS Sound System	Don, On April 5th, the 2nd grade would like to have 80 chairs along the perimeter of the gathering 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).	Don Ellis Cliff Ellis Kathy Johnson
Thu 04/11/2013	7:00 pm	8:30 pm	4th & 5th grade Musical	Brook Hill Lower School LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	Don, you can leave the chairs for Fri. morn. assembly	Kelly Simmon Don Ellis Wally Dawkins
Wed 04/17/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Fri 04/19/2013	10:30 am	1:25 pm	Amazing Animals	LS Gymatorium	#1 See SET UP INSTRUCTIONS LS Rectangular Tables (6ft)	Don, 18 tables will need to be Setup around 1/2 the gym	Jill McKenzie Julie Dahn
Wed 05/01/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Fri 05/03/2013	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, 2nd grade would like to have 4 tables setup (1 outside room) and 80 chairs set up along the perimeter. Set up to begin Thurs. in the am	Don Ellis Cliff Ellis

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 05/08/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Fri 05/10/2013	10:00 am	11:30 am	1st Grade Mother's Tea	LS Gathering Place	#1 See SET UP INSTRUCTIONS LS Chairs LS Podium LS Mic Stand LS Rectangular Tables (6ft)	1st grade is requesting 10 round tables, 2 rectangle tables and 60 chairs. Please set stage in front of promethean board.	Don Ellis Cliff Ellis Jill McKenzie Julie Dahn
Thu 05/16/2013	7:00 pm	8:00 pm	Cadet Singers Spring Concert	Brook Hill Lower School LS Gymatorium	LS Chairs		
Fri 05/17/2013	8:45 am	10:30 am	LS Honors Assembly - End of Year Awards	Brook Hill Lower School LS Gymatorium	LS Chairs		
Mon 05/20/2013	7:00 pm	8:00 pm	Kindergarten Promotion	Brook Hill Lower School LS Gymatorium	LS Chairs	LS Chapel Setup	Don Ellis
Wed 05/22/2013	8:35 am	10:35 am	LS Promotion Celebration	Brook Hill Lower School LS Gymatorium	LS Chairs		
Tue 08/20/2013	1:00 pm	4:00 pm	Back to School Fair--MS/US	MS/US School LH The Commons	MS/US Rectangular Tables (8ft) MS/US Chairs #1 See SET UP INSTRUCTIONS	FACILITY SET UP: 20 long tables and 3 chairs per table SOUND SET UP: N/A	Julie Hanks
Tue 08/27/2013	6:30 pm	7:00 pm	LS New Parent Seminar	LS Gathering Place Brook Hill Lower School	LS Chairs #1 See SET UP INSTRUCTIONS	Don, Will you please set 60 chairs in the gathering room. Facing the board 5 rows with 12 to a row and 1 isle separating 6 to each side. Meeting is at 6:00 PM (More on next page)	Don Ellis Sandra Fritcher

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
						(Continued from previous page) 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	LS Chapel setup	Don Ellis
Wed 09/04/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 09/18/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 09/25/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Fri 09/27/2013	12:30 am	2:00 am	LS - Q & U Wedding	Brook Hill Lower School LS Gathering Place	#1 See SET UP INSTRUCTIONS LS Round Tables LS Chairs MS/US Podium	Don, (More on next page)	Jennifer Haugh Don Ellis

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
						(Continued from previous page) We will need 80 chairs 40 on either side with an aisle. 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 #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 10/09/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 10/16/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 10/23/2013	9:45 am	10:30 am	Honors Chapel	LS Gymatorium Brook Hill Lower School	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 10/30/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 11/06/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 11/13/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Fri 11/22/2013	8:30 am	12:10 pm	LS Grandparent's Day	Brook Hill Lower School	#1 See SET UP INSTRUCTIONS		

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 02/12/2014	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 pictures.	
Wed 02/19/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 02/26/2014	9:45 am	10:30 am	LS Arts Assembly/Chapel	Brook Hill Lower School LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel Setup	Don Ellis
Wed 03/05/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Fri 03/07/2014	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, Paula is requesting 14 long rectangular tables around the perimeter of the room parallel with the walls. No chairs are needed.	Don Ellis
Wed 03/26/2014	9:45 am	10:30 am	Honors Chapel	LS Gymatorium Brook Hill Lower School	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel Setup	Don Ellis
Wed 04/02/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Tue 04/08/2014	6:30 pm	7:30 pm	1st grade Easter Musical	LS Gymatorium Brook Hill Lower School	LS Chairs #1 See SET UP INSTRUCTIONS	Don, you can leave the chairs for Fri. morn. assembly	Don Ellis Wally Dawkins Kevin Pierce
Wed 04/09/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 04/16/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Wed 04/30/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
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)	Don, Please find in your box a diagram for set up.	Tammy Stephenson
Fri 05/02/2014	10:00 am	11:00 am	1st Grade Poetry Tea	LS Gathering Place	LS Chairs LS Round Tables	Please set the stage up under the prometheian 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	Jill McKenzie Julie Dahn Don Ellis
Wed 05/07/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
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, 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	Don Ellis Cliff Ellis Jason Forrest
Wed 05/14/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Thu 05/15/2014	6:30 pm	7:30 pm	Cadet Singers & LS Strings Spring Concert	LS Gymatorium Brook Hill Lower School	LS Chairs		Kevin Pierce

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 05/21/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis
Tue 05/27/2014	10:00 am	10:30 am	Kindergarten Promotion	LS Gymatorium Brook Hill Lower School	LS Chairs	LS Chapel Setup	Don Ellis
Wed 05/28/2014	8:35 am	10:35 am	LS Promotion Celebration	Brook Hill Lower School LS Gymatorium	LS Chairs		
Mon 08/11/2014	4:00 pm	6:00 pm	Back to School Fair--MS/US	MS/US School LH The Commons	MS/US Rectangular Tables (8ft) MS/US Chairs #1 See SET UP INSTRUCTIONS	FACILITY SET UP: 20 long tables and 3 chairs per table SOUND SET UP: N/A	Julie Hanks
Wed 08/20/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 08/27/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 09/03/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 09/10/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 09/17/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
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 (More on next page)		

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
					(Continued from previous page) 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 #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 10/01/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 10/08/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 10/15/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 10/22/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 10/29/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 11/05/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
Wed 11/12/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier
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 #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritchier

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 12/10/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 12/17/2014	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 01/07/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 01/14/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 01/21/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 01/28/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 02/04/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 02/11/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 02/18/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 02/18/2015	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 pictures.	
Wed 02/25/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 03/04/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 03/18/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 03/25/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 04/01/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 04/08/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 04/15/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Fri 04/17/2015	9:00 am	10:15 am	3rd grade Invention Convention	LS Gathering Place Brook Hill Lower School	#1 See SET UP INSTRUCTIONS LS Rectangular Tables (8ft)	Don, Paula is requesting 14 long rectangular tables around the perimeter of the room parallel with the walls. No chairs are needed.	Don Ellis
Wed 04/29/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 05/06/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Fri 05/08/2015	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, 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	Don Ellis Jason Forrest Kathy Johnson
Wed 05/13/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Thu 05/14/2015	6:30 pm	7:30 pm	Cadet Singers Spring Concert	LS Gymatorium Brook Hill Lower School	LS Chairs		Kevin Pierce
Tue 05/19/2015	10:00 am	10:30 am	Kindergarten Promotion	Brook Hill Lower School LS Gymatorium	LS Chairs	LS Chapel Setup	Don Ellis
Wed 05/20/2015	8:35 am	10:35 am	LS Promotion Celebration	Brook Hill Lower School LS Gymatorium	LS Chairs		Don Ellis Sandra Fritch
Mon 08/17/2015	5:00 pm	6:30 pm	Back to School Fair--MS/US	MS/US School LH The Commons	MS/US Rectangular Tables (8ft) MS/US Chairs #1 See SET UP INSTRUCTIONS	FACILITY SET UP: 20 long tables and 3 chairs per table SOUND SET UP: N/A	Julie Hanks
Wed 08/26/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 09/02/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 09/16/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 09/23/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 01/13/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 01/20/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 01/27/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 02/03/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 02/10/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 02/17/2016	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 pictures.	
Wed 02/24/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 03/02/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 03/16/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 03/23/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 03/30/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch
Wed 04/06/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritch

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 05/18/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 05/25/2016	8:35 am	10:35 am	LS Promotion Celebration	Brook Hill Lower School LS Gymatorium	LS Chairs		Don Ellis Sandra Fritcher
Wed 08/24/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 08/31/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 09/14/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 09/21/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 09/28/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 10/05/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 10/12/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 10/19/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 10/26/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 11/02/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 11/09/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 11/16/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 11/30/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 12/07/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 12/14/2016	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 01/04/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 01/11/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 01/18/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 01/25/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 02/01/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 02/08/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Wed 02/15/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 05/10/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Fri 05/12/2017	10:30 am	11:45 am	1st Grade Poetry Tea	LS Gymatorium	LS Chairs LS Round Tables	Please set the stage up under the prometheian 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	Marty Smith
Wed 05/17/2017	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Don Ellis Sandra Fritcher
Fri 05/19/2017	10:15 am	11:45 am	2nd Grade Grand Ball	LS Gathering Place	#1 See SET UP INSTRUCTIONS		Toni Collins Michelle Culpepper
Wed 05/24/2017	8:35 am	10:35 am	LS Promotion Celebration	LS Gymatorium Brook Hill Lower School	LS Chairs		Don Ellis Sandra Fritcher
Wed 02/07/2018	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 pictures.	