Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 01/04/2012	9:45 am	10:30	PK-1st Honors Assembly	Brook Hill Lower School	LS Chairs		
		am	•	LS Gymatorium			
Wed 01/04/2012	10:45	11:30	2nd-5th Honors Assembly	LS Gymatorium	LS Chairs		
	am	am	-	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,	Don Ellis
					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	LS Chapel	Brook Hill Lower School	LS Chairs	LS gymatorium set for chapel	Don Ellis
		am		LS Gymatorium			
Wed 01/18/2012	9:45 am	10:30	LS Chapel	Brook Hill Lower School	LS Chairs	LS gymatorium set for chapel	Don Ellis
		am		LS Gymatorium			
Wed 01/25/2012	9:45 am	10:30	LS Chapel	Brook Hill Lower School	LS Chairs	LS gymatorium set for chapel	Don Ellis
		am		LS Gymatorium			
Wed 02/01/2012	9:45 am	10:30	LS Chapel	Brook Hill Lower School	LS Chairs	LS gymatorium set for chapel	Don Ellis
		am		LS Gymatorium			
Wed 02/08/2012	9:45 am	10:30	LS Chapel	Brook Hill Lower School	LS Chairs	LS gymatorium set for chapel	Don Ellis
		am		LS Gymatorium			
Wed 02/15/2012	9:45 am	10:30	LS Chapel	Brook Hill Lower School	LS Chairs	LS gymatorium set for chapel	Don Ellis
		am		LS Gymatorium			
Ned 02/15/2012	10:30	11:30	LS Group Pictures	LS Gathering Place	#1 See SET UP	Don, Please set risers in the	
	am	am			INSTRUCTIONS	gathering place for lower	
					LS Risers	school class group pictures.	
Ned 02/22/2012	9:45 am	10:30	LS Chapel	Brook Hill Lower School	LS Chairs	LS gymatorium set for chapel	Don Ellis
		am		LS Gymatorium			

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Fri 02/24/2012	10:00	11:45	Great American Wax	LS Gymatorium	#1 See SET UP	20 rectangle tables need to	Don Ellis
	am	am	Museum		INSTRUCTIONS	be set up around the	Kathy Johnson
					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	LS Arts Assembly/Chapel	Brook Hill Lower School	LS Chairs		
		am		LS Gymatorium			
Wed 03/07/2012	9:45 am	10:30	LS Chapel	Brook Hill Lower School	LS Chairs	LS gymatorium set for chapel	Don Ellis
		am		LS Gymatorium			
Fri 03/09/2012	9:00 am	10:15	3rd grade Invention	Brook Hill Lower School	#1 See SET UP	Don,	Don Ellis
		am	Convention	LS Gathering Place	INSTRUCTIONS		
					LS Rectangular	Paula is requesting 14 long	
					Tables (8ft)	rectangular tabales around	
						the perimeter of the room	
						parallel with the walls. No	
NA 1 00/04/0040	0.45	40.00	Dica di la	D 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1.0.01	chairs are needed.	
Wed 03/21/2012	9:45 am		PK-1st Honors Assembly	Brook Hill Lower School	LS Chairs		
M. 100/04/0040	40.45	am	Out 5th Harris Assembly	LS Gymatorium	LO Obstation		
Wed 03/21/2012	10:45	11:30	2nd-5th Honors Assembly	LS Gymatorium	LS Chairs		
Wad 02/20/2012	am 0.45 am	am 10:30	I S Chanal	LS Lower School Brook Hill Lower School	LS Chairs	LC gymatarium aat far abanal	Don Ellis
Wed 03/28/2012	9:45 am		LS Chapel	LS Gymatorium	LS Chairs	LS gymatorium set for chapel	DON EIIIS
Fri 03/30/2012	9:30 am	am	2nd Grade Texas Hoe Down	LS Gathering Place	#1 See SET UP	Don,	Don Ellis
111 03/30/2012	9.50 am	am	211d Grade Texas Floe Down	Lo Galilering Flace	INSTRUCTIONS	Bon,	Cliff Ellis
		aiii			LS Rectangular	On the 29th by 9 the 2nd	Kathy Johnson
					Tables (6ft)	grade would like to have 80	Trainy connoci
					LS Podium	chairs along the perimeter of	
					LS Chairs	the gathering room. 4 tables	
					LS Sound System	on the inside of the gathering	
						room in front of the sink. And	
						1 small table outside the	
						gathering room (for sign in).	
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 from	
-					INSTRUCTIONS	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	Don,	Tammy
					INSTRUCTIONS		Stephenson
					Grand piano	Please find in your box a	
					LS Chairs	diagram for set up.	
					LS Rectangular		
					Tables (8ft)		
Fri 05/11/2012	10:00	11:30	1st Grade Poetry Cafe	LS Gathering Place	#1 See SET UP	1st grade has requested 3	Don Ellis
	am	am			INSTRUCTIONS	rectangle tables 8 round	Cliff Ellis
					LS Chairs	tables and 64 chairs.	Jill McKenzie
					LS Podium		Julie Dahn
					LS Mic Stand	for technology they would like	
					LS Rectangular	to have a straight mic. and	
					Tables (6ft)	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	LS Honors Assembly - End of	Brook Hill Lower School	LS Chairs		
		am	Year Awards	LS Gymatorium			
Fri 05/18/2012	5:30 pm	7:30 pm	Boarding Students	LS Dining Hall	#1 See SET UP		Don Ellis
			Graduation 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	LS Promotion Celebration	Brook Hill Lower School	LS Chairs		
		am		LS Gymatorium			
Wed 05/23/2012	10:15	11:15	5th Grade Reception	LS Gathering Place	#1 See SET UP	Don: please set up the day	Sandra Fritcher
	am	am			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	FH Lecture Hall	#1 See SET UP	Inlock FH from 6:00 - 8:00pm	
			Orientation		INSTRUCTIONS	·	

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 FairAll 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	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 6bairs		
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	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 chiars 40 on either side with an isle. 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 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 #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	11:30	2nd-5th Honors Assembly	LS Lower School	LS Chairs		
Wed 10/24/2012	9:30 am	3:20 pm	LS-No Chapel School Begins	LS Gymatorium 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 ChapelCombined 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.	Name
						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	LS Christmas Chapel	Brook Hill Lower School	LS Chairs	LS Chapel setup	Don Ellis
		am		LS Gymatorium	#1 See SET UP		
					INSTRUCTIONS		
Wed 01/09/2013	9:45 am	10:30	PK-1st Honors Assembly	Brook Hill Lower School	LS Chairs	LS Chapel Setup	Don Ellis
		am		LS Gymatorium	#1 See SET UP		
					INSTRUCTIONS		
Wed 01/09/2013	10:45	11:30	2nd-5th Honors Assembly	LS Gymatorium	LS Chairs	LS Chapel Setup	Don Ellis
	am	am		LS Lower School	#1 See SET UP		
					INSTRUCTIONS		
Wed 01/16/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 01/23/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 01/30/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 02/06/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 02/13/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 02/13/2013	10:30	11:30	LS Group Pictures	LS Gathering Place	#1 See SET UP	Don, Please set risers in the	
	am	am			INSTRUCTIONS	gathering place for lower	
					LS Risers	school class group pictures.	
Wed 02/20/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Thu 02/21/2013	1:00 pm	2:45 pm	Great American Wax	LS Gymatorium	#1 See SET UP	20 6' tables, 9 8' tables	Don Ellis
			Museum		INSTRUCTIONS		Kathy Johnson
					LS Rectangular	check activity request form for	Hannah Brashier
					Tables (8ft)	details	
					LS Rectangular		
					Tables (6ft)	Thank you	
					LS Rectangular		
					Tables (4ft)		
Wed 02/27/2013	9:45 am	10:30	LS Arts Assembly/Chapel	Brook Hill Lower School	LS Chairs	LS Chapel Setup	Don Ellis
		am	,	LS Gymatorium	#1 See SET UP		
					INSTRUCTIONS		
Wed 03/06/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Fri 03/08/2013	9:00 am	10:15	3rd grade Invention	Brook Hill Lower School	#1 See SET UP	Don,	Don Ellis
		am	Convention	LS Gathering Place	INSTRUCTIONS		
					LS Rectangular	Paula is requesting 14 long	
					Tables (8ft)	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	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am	·		#1 See SET UP		
					INSTRUCTIONS		
Wed 03/27/2013	9:45 am	10:30	PK-1st Honors Assembly	Brook Hill Lower School	LS Chairs	LS Chapel Setup	Don Ellis
		am	•	LS Gymatorium	#1 See SET UP		
				'	INSTRUCTIONS		
Wed 03/27/2013	10:45	11:30	2nd-5th Honors Assembly	LS Lower School	LS Chairs	LS Chapel Setup	Don Ellis
	am	am	,	LS Gymatorium	#1 See SET UP		
					INSTRUCTIONS		

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	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	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	gathering room (for sign in). Don, you can leave the chairs for Fri. morn. assembly	Kelly Simmon Don Ellis
Wed 04/17/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium	LS Chairs #1 See SET UP INSTRUCTIONS	LS Chapel setup	Wally Dawkins 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 FairMS/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 seperating 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.	
Wed 08/28/2013	9:45 am		LS Chapel	LS Gymatorium	LS Chairs	Thank you LS Chapel setup	Don Ellis
		am			#1 See SET UP INSTRUCTIONS		
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 chiars 40 on	
						either side with an isle. 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	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 10/09/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 10/16/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 10/23/2013	9:45 am	10:30	Honors Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am		Brook Hill Lower School	#1 See SET UP		
					INSTRUCTIONS		
Wed 10/30/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 11/06/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 11/13/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Fri 11/22/2013	8:30 am	12:10	LS Grandparent's Day	Brook Hill Lower School	#1 See SET UP		
		pm			INSTRUCTIONS		

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 12/04/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 12/11/2013	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#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	Brook Hill Lower School	LS Chairs	This is just a PK program so	Wally Dawkins
			Program	LS Gymatorium	#1 See SET UP	check with Bill but I'm thinking	Don Ellis
					INSTRUCTIONS	150 chairs	Kevin Pierce
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	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 01/08/2014	9:45 am	10:30	Honors Chapel	LS Gymatorium	LS Chairs	LS Chapel Setup	Don Ellis
		am		Brook Hill Lower School	#1 See SET UP		
					INSTRUCTIONS		
Wed 01/15/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 01/22/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 01/29/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 02/05/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		
Wed 02/12/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		
					INSTRUCTIONS		

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 Fri 05/02/2014	6:30 pm	8:00 pm 11:00	LS Piano Recital 1st Grade Poetry Tea	LS Dining Hall LS Gathering Place	#1 See SET UP INSTRUCTIONS Grand piano LS Chairs LS Rectangular Tables (8ft) LS Chairs	Don, Please find in your box a diagram for set up. Please set the stage up under	Tammy Stephenson
	am	am			LS Round Tables	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	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	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am	·		#1 See SET UP		
					INSTRUCTIONS		
Tue 05/27/2014	10:00	10:30	Kindergarten Promotion	LS Gymatorium	LS Chairs	LS Chapel Setup	Don Ellis
	am	am		Brook Hill Lower School			
Wed 05/28/2014	8:35 am	10:35	LS Promotion Celebration	Brook Hill Lower School	LS Chairs		
		am		LS Gymatorium			
Mon 08/11/2014	4:00 pm	6:00 pm	Back to School FairMS/US	MS/US School	MS/US	FACILITY SET UP: 20 long	Julie Hanks
				LH The Commons	Rectangular	tables and 3 chairs per table	
					Tables (8ft)		
					MS/US Chairs	SOUND SET UP: N/A	
					#1 See SET UP		
					INSTRUCTIONS		
Wed 08/20/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 08/27/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 09/03/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 09/10/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 09/17/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					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		
					(More on next		
					page)		

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full
					/O antinua d forms		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	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 10/01/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 10/08/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 10/15/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 10/22/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 10/29/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am	1		#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 11/05/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am	1		#1 See SET UP	' '	Sandra Fritcher
					INSTRUCTIONS		
Wed 11/12/2014	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
,		am		' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	#1 See SET UP	- 1	Sandra Fritcher
					INSTRUCTIONS		255.0.1.1101101
Fri 11/21/2014	8:30 am	12:10	LS Grandparent's Day	Brook Hill Lower School	#1 See SET UP		
	0.00 am	pm	25 Granaparonto Day	Brook Fill Lower Corloor	INSTRUCTIONS		
Wed 12/03/2014	9:45 am		LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
	0.10 am	am		20 Cymatonum	#1 See SET UP	25 5114501 50145	Sandra Fritcher
					INSTRUCTIONS		Candia i illoilei
	1	1		1	LINGLEOCHONS		

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full
Wed 03/18/2015	9:45 am	10.20	I C Chanal	I.C. Cumatarium	LS Chairs	LC Changlactur	Name Don Ellis
vved 03/16/2015	9.45 am		LS Chapel	LS Gymatorium		LS Chapel setup	
		am			#1 See SET UP		Sandra Fritcher
A. 100/05/0045	0.45	40.00	1.0.01		INSTRUCTIONS		B
Wed 03/25/2015	9:45 am		LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
	1				INSTRUCTIONS		
Ved 04/01/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Ved 04/08/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Ved 04/15/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
ri 04/17/2015	9:00 am	10:15	3rd grade Invention	LS Gathering Place	#1 See SET UP	Don,	Don Ellis
		am	Convention	Brook Hill Lower School	INSTRUCTIONS		
					LS Rectangular	Paula is requesting 14 long	
					Tables (8ft)	rectangular tables around the	
						perimeter of the room parallel	
						with the walls. No chairs are	
						needed.	
Wed 04/29/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 05/06/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Fri 05/08/2015	10:15	11:45	2nd Grade Grand Ball	LS Gathering Place	#1 See SET UP	Don,	Don Ellis
	am	am			INSTRUCTIONS		Jason Forrest
					LS Chairs	2nd grade would like to have	Kathy Johnson
					LS Rectangular	4 rectangle tables setup (1	
					Tables (8ft)	outside room) and the other 3	
					LS Wired Mic	by the sink. Also 80 chairs set	
					LS Mic Stand	up along the perimeter.	
						Set up to begin Thurs. in the	
M 05/40/0045	0.45	40.00	I C Ola an al	L C Come at a signar	I C Ob sins	am	D Ellis
Wed 05/13/2015	9:45 am		LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP INSTRUCTIONS		Sandra Fritcher
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	10:30	Kindergarten Promotion	Brook Hill Lower School	LS Chairs	LS Chapel Setup	Don Ellis
	am	am		LS Gymatorium			
Wed 05/20/2015	8:35 am	10:35	LS Promotion Celebration	Brook Hill Lower School	LS Chairs		Don Ellis
		am		LS Gymatorium			Sandra Fritcher
Mon 08/17/2015	5:00 pm	6:30 pm	Back to School FairMS/US	MS/US School	MS/US	FACILITY SET UP: 20 long	Julie Hanks
				LH The Commons	Rectangular	tables and 3 chairs per table	
					Tables (8ft)		
					MS/US Chairs	SOUND SET UP: N/A	
					#1 See SET UP		
					INSTRUCTIONS		
Wed 08/26/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 09/02/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 09/16/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 09/23/2015	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		

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

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 04/13/2016	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 04/27/2016	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Fri 04/29/2016	9:00 am	10:15	3rd grade Invention	Brook Hill Lower School	#1 See SET UP	Don,	Don Ellis
		am	Convention		INSTRUCTIONS		
					LS Rectangular	Paula is requesting 14 long	
					Tables (8ft)	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	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Fri 05/06/2016	10:30	11:45	1st Grade Poetry Tea	LS Gymatorium	LS Chairs	Please set the stage up under	Marty Smith
	am	am			LS Round Tables	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	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am	·	-	#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	11:45	2nd Grade Grand Ball	LS Classroom	#1 See SET UP		Toni Collins
	am	am			INSTRUCTIONS		Michelle
							Culpepper

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

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

Date	Start	End	Event Name	Location	Equipment	Setup Instructions	Contact Full Name
Wed 02/15/2017 10:3	10:30	11:30	LS Group Pictures	LS Gathering Place	#1 See SET UP	Don, Please set risers in the	
	am	am			INSTRUCTIONS	gathering place for lower	
					LS Risers	school class group pictures.	
Wed 02/22/2017	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 03/01/2017	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 03/08/2017	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 03/22/2017	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 03/29/2017	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 04/05/2017	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 04/19/2017	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Wed 04/26/2017	9:45 am	10:30	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		
Fri 04/28/2017	9:00 am	10:15	3rd grade Invention	LS Gathering Place	#1 See SET UP	Don,	Don Ellis
		am	Convention		INSTRUCTIONS		
					LS Rectangular	Paula is requesting 14 long	
					Tables (8ft)	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	LS Chapel	LS Gymatorium	LS Chairs	LS Chapel setup	Don Ellis
		am			#1 See SET UP		Sandra Fritcher
					INSTRUCTIONS		

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 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	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.	