

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 01/04/2012	9:45 am	10:30 am	PK-1st Honors Assembly	Brook Hill Lower School LS Gymnasium		LS Chairs		
Wed 01/04/2012	10:45 am	11:30 am	2nd-5th Honors Assembly	LS Gymnasium 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 Ellis	Don,  Please know that the parents will need a clean dining hall for this meeting.  No special set up is needed. They will sit at the round tables.
Wed 01/11/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Wed 01/18/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Wed 01/25/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Wed 02/01/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Wed 02/08/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Wed 02/15/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
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 Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Fri 02/24/2012	10:00 am	11:45 am	Great American Wax Museum	LS Gymatorium		#1 See SET UP INSTRUCTIONS LS Rectangular Tables (8ft) LS Rectangular Tables (6ft) LS Rectangular Tables (4ft)	Don Ellis Kathy Johnson	20 rectangle tables need to be set up around the perimeter.  Plus 1 outside the gymatorium (21 total)  Thank you
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	Don Ellis	LS gymatorium set for chapel
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 Ellis	Don,  Paula is requesting 14 long rectangular tabales around the perimeter of the room parallel with the walls. No chairs are needed.
Wed 03/21/2012	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	Don Ellis	LS gymatorium set for chapel
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 Ellis Cliff Ellis Kathy Johnson	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).

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Tue 04/03/2012	6:30 pm	8:30 pm	MS/US Coffee House	FH Student Center		#1 See SET UP INSTRUCTIONS		Unlock Founder's Hall from 6:00pm - 8:30pm
Wed 04/04/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Thu 04/05/2012	9:45 am	11:15 am	Amazing Animals	LS Gymnasium		#1 See SET UP INSTRUCTIONS LS Rectangular Tables (6ft)	Jill McKenzie Julie Dahn	Setup like Wax Museum with divider walls
Wed 04/11/2012	9:45 am	10:30 am	LS No Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Thu 04/12/2012	7:00 pm	8:00 pm	Kindergarten& 1st Grade Spring Program	Brook Hill Lower School LS Gymnasium		LS Chairs		
Wed 04/18/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Wed 04/25/2012	9:45 am	10:30 am	LS No Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
Wed 05/02/2012	9:45 am	10:30 am	LS Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel
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 Ellis Cliff Ellis	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
Fri 05/04/2012	5:00 pm	8:00 pm	Spring Art Gala	FH Library		MS/US Rectangular Tables (8ft)		
Tue 05/08/2012	6:00 pm	7:30 pm	LS Piano Recital	LS Dining Hall		#1 See SET UP 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 Gymnasium		LS Chairs	Don Ellis	LS gymnasium set for chapel

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 05/09/2012	6:30 pm	8:00 pm	LS Piano Recital	LS Dining Hall		#1 See SET UP INSTRUCTIONS Grand piano LS Chairs LS Rectangular Tables (8ft)	Tammy Stephenson	Don,  Please find in your box a diagram for set up.
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)	Don Ellis Cliff Ellis Jill McKenzie Julie Dahn	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
Thu 05/17/2012	7:00 pm	8:00 pm	Cadet Singers Spring Concert	Brook Hill Lower School LS Gymnasium		LS Chairs		
Fri 05/18/2012	8:45 am	10:30 am	LS Honors Assembly - End of Year Awards	Brook Hill Lower School LS Gymnasium		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 Gymnasium		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 Gymnasium		LS Chairs		
Wed 05/23/2012	10:15 am	11:15 am	5th Grade Reception	LS Gathering Place		#1 See SET UP INSTRUCTIONS	Sandra Fritcher	Don: please set up the day before after 2pm  Need: 1 round table, 2 rectangle tables
Thu 08/09/2012	6:30 pm	7:30 pm	MS/US New Parent Orientation	FH Lecture Hall		#1 See SET UP INSTRUCTIONS		Inlock FH from 6:00 - 8:00pm

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

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Thu 09/06/2012	9:00 am	9:45 am	LS Visiting Author / David M. Sargent	LS Gymnasium		#1 See SET UP INSTRUCTIONS LS Chairs LS Rectangular Tables (8ft)	Tarra Denman	Please set up as Chapel. Then place 3 8ft. tables in rotunda for book display.
Wed 09/19/2012	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Wed 09/26/2012	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Fri 09/28/2012	TBD	TBD	Pep Rally (LS,MS,US)	TBD	Pep Rally	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	Jennifer Haugh Don Ellis	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
Wed 10/03/2012	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
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 LS Round Tables (More on next page)	Don Ellis Cliff Ellis Kathy Johnson	Setup on Thurs. before or right after lunch please  Don,  (More on next page)

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
						(Continued from previous page) 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	Don Ellis	LS Chapel setup
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	Don Ellis	LS Chapel setup
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	Don Ellis	LS Chapel setup
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	Don Ellis	LS Chapel setup
Wed 11/07/2012	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 11/14/2012	10:15 am	11:15 am	Veterans Chapel--Combined MS/US	LH The Commons		#1 See SET UP INSTRUCTIONS		(More on next page)



Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
								(Continued from previous page) FACILITY: 54 chairs on stage, 1 podium, all possible chairs on floor (chapel style), set grand piano up to left of stage. 1 table in foyer area for name tags.  SOUND: 1 platform microphone, someone to run CD, no special lighting.
Fri 11/16/2012	8:05 am	11:45 am	LS Grandparent's Day	Brook Hill Lower School		#1 See SET UP INSTRUCTIONS		
Wed 11/28/2012	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Wed 12/05/2012	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
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	Kelly Simmon Wally Dawkins Don Ellis	This is just a PK program so check with Bill but I'm thinking 150 chairs
Mon 12/17/2012	6:30 pm	8:30 pm	Faculty/Staff Christmas Party	FH Library	Party	MS/US Unlock Facilities #1 See SET UP INSTRUCTIONS	Linda Seronello	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)

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

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

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 04/03/2013	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
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 Ellis Cliff Ellis Kathy Johnson	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).
Mon 04/08/2013	7:00 pm	8:00 pm	Middle School Choir Concert	Brook Hill Upper School		MS/US Chairs MS/US Handheld Wireless Mic MS/US Mic Stand MS/US Risers		
Thu 04/11/2013	7:00 pm	8:30 pm	4th & 5th grade Musical	Brook Hill Lower School LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Kelly Simmon Don Ellis Wally Dawkins	Don, you can leave the chairs for Fri. morn. assembly
Wed 04/17/2013	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Fri 04/19/2013	10:30 am	1:25 pm	Amazing Animals	LS Gymnasium		#1 See SET UP INSTRUCTIONS LS Rectangular Tables (6ft)	Jill McKenzie Julie Dahn	Don,  18 tables will need to be Setup around 1/2 the gym
Wed 05/01/2013	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Fri 05/03/2013	10:15 am	11:45 am	2nd Grade Grand Ball	LS Gathering Place		#1 See SET UP INSTRUCTIONS LS Chairs LS Rectangular Tables (8ft) LS Wired Mic LS Mic Stand	Don Ellis Cliff Ellis	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
Wed 05/08/2013	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
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)	Don Ellis Cliff Ellis Jill McKenzie Julie Dahn	1st grade is requesting 10 round tables, 2 rectangle tables and 60 chairs. Please set stage in front of promethean board.
Thu 05/16/2013	7:00 pm	8:00 pm	Cadet Singers Spring Concert	Brook Hill Lower School LS Gymnasium		LS Chairs		
Fri 05/17/2013	8:45 am	10:30 am	LS Honors Assembly - End of Year Awards	Brook Hill Lower School LS Gymnasium		LS Chairs		
Mon 05/20/2013	7:00 pm	8:00 pm	Kindergarten Promotion	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis	LS Chapel Setup
Wed 05/22/2013	8:35 am	10:35 am	LS Promotion Celebration	Brook Hill Lower School LS Gymnasium		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	Julie Hanks	FACILITY SET UP: 20 long tables and 3 chairs per table  SOUND SET UP: N/A
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 Ellis Sandra Fritcher	(More on next page)

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

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

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
						(Continued from previous page) #1 See SET UP INSTRUCTIONS LS Round Tables LS Chairs MS/US Podium		(Continued from previous page) 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
Wed 10/02/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Wed 10/09/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Wed 10/16/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
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	Don Ellis	LS Chapel setup
Wed 10/30/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Wed 11/06/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Wed 11/13/2013	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Fri 11/22/2013	8:30 am	12:10 pm	LS Grandparent's Day	Brook Hill Lower School		#1 See SET UP INSTRUCTIONS		



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

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 02/12/2014	10:30 am	11:30 am	LS Group Pictures	LS Gathering Place		#1 See SET UP 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 Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Wed 02/26/2014	9:45 am	10:30 am	LS Arts Assembly/Chapel	Brook Hill Lower School LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel Setup
Wed 03/05/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
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 Ellis	Don,  Paula is requesting 14 long rectangular tables around the perimeter of the room parallel with the walls. No chairs are needed.
Wed 03/26/2014	9:45 am	10:30 am	Honors Chapel	LS Gymnasium Brook Hill Lower School		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel Setup
Wed 04/02/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Tue 04/08/2014	6:30 pm	7:30 pm	1st grade Easter Musical	LS Gymnasium Brook Hill Lower School		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Wally Dawkins Kevin Pierce	Don, you can leave the chairs for Fri. morn. assembly
Wed 04/09/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Wed 04/16/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup

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

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 05/14/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Thu 05/15/2014	6:30 pm	7:30 pm	Cadet Singers & LS Strings Spring Concert	LS Gymnasium Brook Hill Lower School		LS Chairs	Kevin Pierce	
Wed 05/21/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis	LS Chapel setup
Tue 05/27/2014	10:00 am	10:30 am	Kindergarten Promotion	LS Gymnasium Brook Hill Lower School		LS Chairs	Don Ellis	LS Chapel Setup
Wed 05/28/2014	8:35 am	10:35 am	LS Promotion Celebration	Brook Hill Lower School LS Gymnasium		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	Julie Hanks	FACILITY SET UP: 20 long tables and 3 chairs per table  SOUND SET UP: N/A
Wed 08/20/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 08/27/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/03/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/10/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/17/2014	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup

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

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

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 03/18/2015	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 03/25/2015	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 04/01/2015	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 04/08/2015	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 04/15/2015	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
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 Ellis	Don,  Paula is requesting 14 long 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 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 05/06/2015	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
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)	Don Ellis Jason Forrest Kathy Johnson	Don,  (More on next page)

LS Wired Mic  
LS Mic Stand

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
								(Continued from previous page) 2nd grade would like to have 4 rectangle tables setup (1 outside room) and the other 3 by the sink. Also 80 chairs set up along the perimeter.  Set up to begin Thurs. in the am
Wed 05/13/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
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	Don Ellis	LS Chapel Setup
Wed 05/20/2015	8:35 am	10:35 am	LS Promotion Celebration	Brook Hill Lower School LS Gymatorium		LS Chairs	Don Ellis Sandra Fritcher	
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	Julie Hanks	FACILITY SET UP: 20 long tables and 3 chairs per table  SOUND SET UP: N/A
Wed 08/26/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/02/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/16/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/23/2015	9:45 am	10:30 am	LS Chapel	LS Gymatorium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup



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

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

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 04/13/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 04/27/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
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 Ellis	Don,  Paula is requesting 14 long rectangular tables around the perimeter of the room parallel with the walls. No chairs are needed.
Wed 05/04/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Fri 05/06/2016	10:30 am	11:45 am	1st Grade Poetry Tea	LS Gymnasium		LS Chairs LS Round Tables	Marty Smith	Please set the stage up under the promethian board  Microphone/speaker & stand on the right of the stage  64 chairs set facing the stage with center isle  8 round tables on the N. wall behind the chairs
Wed 05/11/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Thu 05/12/2016	7:00 pm	8:00 pm	Cadet Singers Spring Concert	Brook Hill Lower School LS Gymnasium		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	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 05/18/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 05/25/2016	8:35 am	10:35 am	LS Promotion Celebration	Brook Hill Lower School LS Gymnasium		LS Chairs	Don Ellis Sandra Fritcher	
Wed 08/24/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 08/31/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/14/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/21/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 09/28/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 10/05/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 10/12/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 10/19/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 10/26/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 11/02/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 11/09/2016	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup

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

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Wed 02/22/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 03/01/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 03/08/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 03/22/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 03/29/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 04/05/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 04/19/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 04/26/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
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 Ellis	Don,  Paula is requesting 14 long rectangular tables around the perimeter of the room parallel with the walls. No chairs are needed.
Wed 05/03/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
Wed 05/10/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup

Date	Start	End	Event Name	Location	Activity	Equipment	Contact Full Name	Setup Instructions
Fri 05/12/2017	10:30 am	11:45 am	1st Grade Poetry Tea	LS Gymnasium		LS Chairs LS Round Tables	Marty Smith	Please set the stage up under the promethian board  Microphone/speaker & stand on the right of the stage  64 chairs set facing the stage with center isle  8 round tables on the N. wall behind the chairs
Wed 05/17/2017	9:45 am	10:30 am	LS Chapel	LS Gymnasium		LS Chairs #1 See SET UP INSTRUCTIONS	Don Ellis Sandra Fritcher	LS Chapel setup
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 Gymnasium 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.