

Entered 8/31

For Thursday, Back To School Night, Sept 13th we need the following:

Mike & Edwin,

Extra lighting in the quad. We need lights near the Kiosks that the parent set up for refreshments. I am sure you have set ups for that from the parents.

6' tables
10 long tables set up along the West end of the West Gym for parents to check in.

2 round tables with a clean trash can nearby. - *middle of West end West Gym*

Make sure there is seating for about 100 people in the student center. Rotations will be meeting in there. *folding tables are OK*

Thanks once again – be sure to tell all the guys to stop by the deli for a burrito on Friday morning.

Tim,

We will need sound in the Student Center on the East end. The Mid School Rotations are going to meet there again this year.

(Also, when setting up sound in the West Gym, please add speakers on the West end so that the people who are not sitting down can hear.)

Thanks

Jere