

TO: Mike Eras
Edwin Lopez
Tim McNamara

From: Jere

RE: 10th grade parent night
Monday, February 11
7 PM

It is once again time to begin the process of scheduling students for next year.

Needed:

Russell Student Center set up into ELEVEN groups with long tables -- approximately 30 people in each group. Drawing is attached.

3 6ft. tables along West wall for refreshments.

People will start to arrive around 6:30.

TIM: We need four (4) microphones. Three at the tables and one portable one for questions and answers against the East wall.
One lectern please.
The tables should be on a platform.

The student center will need heat from 6 PM through 9 PM.

If you have any questions at all, please see me.

Thanks

Jere

E

PLATFORM / 26' Tables / 6 chairs

3 MICROPHONES
+ 1 PORTABLE MIC

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DOORS

3 6' Tables FOR FOOD + DRINK

4th fl