

TO: Mike Eras
Edwin Lopez
Tim McNamara

From: Jere

RE: 8th grade parent night
Monday, February 3
6 PM

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

Needed:

McCall Family Theater – two six ft. tables with three chairs per table on the stage

Russell Student Center set up into EIGHT rows with long cafeteria tables – If we don't have enough tables, we will have to rent 6ft tables and add chairs. Drawing is attached.

People will start to arrive in the Student Center about 6:30 – 6:45.

The Cooperage is catering.

They will want kitchen access and the back door open.

Please make sure we have some heat in the Student Center

TIM: Student Center - One microphone against the East wall – No Podium
Theater – One microphone

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

Thanks

Jere