

Received
2/4

TO: Mike Eras
Edwin Lopez
Tim McNamara

From: Jere

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

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

Needed:

NINE

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.

Two six foot tables and six chairs 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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3 6' Tables For Food + DRINK