

**CUSTODIAN'S SET-UP SHEET**

Name of Organization \_\_\_\_\_

Date to be set up \_\_\_\_\_

Location (Room) \_\_\_\_\_

Chairs - How many? \_\_\_\_\_

Tables - How many? \_\_\_\_\_

Tables covered? (Yes, No) \_\_\_\_\_

Is this (check one)

Weekly \_\_\_\_\_

Monthly \_\_\_\_\_

Occasional \_\_\_\_\_

Please give diagram if you have a specific arrangement in mind.

Signed \_\_\_\_\_

Phone number \_\_\_\_\_

**CUSTODIAN'S SET-UP SHEET**

Name of Organization \_\_\_\_\_

Date to be set up \_\_\_\_\_

Location (Room) \_\_\_\_\_

**Chairs - How many?** \_\_\_\_\_

**Tables - How many?** \_\_\_\_\_

**Tables covered? (Yes, No)** \_\_\_\_\_

**Is this (check one)**

**Weekly** \_\_\_\_\_

**Monthly** \_\_\_\_\_

**Occasional** \_\_\_\_\_

**Please give diagram if you have a specific arrangement in mind.**

**Signed** \_\_\_\_\_

**Phone number** \_\_\_\_\_