

NAME OF SCHOOL, DATE OF EVENT, VENUE NAME
AFTER- GRAD INSTALLATION SCHEDULE

Company /Supplier	Description	Location	Install Time	Details	Contact Name	Office Phone	Onsite Cell #
Band	Band equipment (drum kit, instruments)	Nightclub Stage	Anytime after 12 noon	drum kit to sit on carpet for easy removal prior to hypnotist performance			
Decor Rental Company	Décor & Linens (see quote sheet for full list)	Set up Area	Between 10 am and 12 noon	invoice after event			
Outdoor Rental Company	Blue Carpet, Stanchions (see quote for full list)	Set up Area	Between 10 am and 12 noon	carpet and ropes must be blue Invoice following event			
Island Photo booth	Photo booth	Lounge/Games Room	After 12 pm, traveling all day to location	payment upon installation			
Marquee Sign	Flashing Welcome Sign	Main Concourse Outside, West Corner	After 2 pm - in use until then	set up outside entrance Donation - no payment required			
Casino Rentals	Casino Games (blackjack tables, poker tables, wheel)	Casino	Between 10 am and 12 noon	see floor plan for placement			
Table Linen Company	Linens etc (see quote sheet for full list)	Set up Area	After 3 pm, before 5 pm	venue storage Invoice following event			
Billiards Company	Pool Table	Casino	Between 10 am and 12 noon	see floor plan for placement details			
AV Company	AV -TVs, Lights	Set up Area	Between 10 am and 12 noon				
Volunteer Parents	Change of Clothing Bags	Set up Area	Various throughout day	all in venue storage			