

Date	Setup	Start	End	Break down	Location	Event Name	Setup Instructions	Equipment	Contact Full Name	Contact Email	Private Attachments
Fri 04/25/2025	6:00 pm	7:00 pm	10:00 pm	11:00 pm	Phoenix Christian Preparatory School > Gym	8th Grade Lock-In		Sound (Mics/Instruments) Sound (Video)			
Mon 05/05/2025		4:00 pm	7:00 pm		Room 13 (Band Room)	Broadway Spectacular: Spring Piano Recital	40 chairs Pipe and Drape	Chairs Tables			
Tue 05/06/2025		6:30 pm	9:00 pm		Phoenix Christian Preparatory School > Quad/Courtyard	Honors Ceremony	4 tables  Chairs  Podium  Speakers  5 Black linens	Chairs Tables Wireless Mics Sound (Mics/Instruments)	Daniel Witkop	dwithkop@phoenixchristian.org	
Wed 05/07/2025		10:30 am	2:30 pm		Williams Memorial Library	Teacher appreciation Lunch	We will need two tables to set up the food please, by 10am. Also a large trash can would be great for after they eat.  Tables will need to be removed that day since Library will have class thursday	Tables Trash Cans			

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Thu 05/08/2025		11:00 am	1:00 pm		Phoenix Christian Preparatory School > Quad/Courtyard	College Signing Day	2 tables 1 mic 2 black linens  BBQ catered or from Miracle Catering?	Wireless Mics Tables			
Fri 05/09/2025		7:00 pm	10:00 pm		Phoenix Christian Preparatory School > Gym	7th Grade Lock In	1 handheld mic  1 screen	Sound (Video)	Merzamia Clark	mclark@pho enixchristian. org	