

Date	Setup	Start	End	Break down	Location	Event Name	Setup Instructions	Equipment	Contact Full Name	Contact Email	Private Attachments
Wed 01/22/2025		11:00 am	12:30 pm		Old Path's Cafe	Trinity Christian College visiting	We need 1 table and 1 chair set up outside by 10:55am in front of cafeteria for the college rep. Thank you.	Tables Chairs	Karla Cox Amber Walker	kcox@phoen ixchristian.or g awalker@ph oenixchristia n.org	
Thu 01/30/2025		5:45 pm	7:30 pm		Phoenix Christian Early Education Center > Chapel Phoenix Christian Preparatory School > McChesney Memorial Library	Freshman Preview Night	Chapel:Need a podium and table toward the front. Need sound and microphone. Need projection for power point presentation. Need power strip to keep chromebooks charged.  Library: please set up tables and chairs facing the TV monitor.	Podium Sound (Video) Projector Power Strip	Anthony Suarez Amber Walker	asuarez@ph oenixchristia n.org awalker@ph oenixchristia n.org	