Date	Start		Group	Event Name	Location		Setup	Contact Full	Created By	Last
Jale	Start	Ella	Group	Event Name	Location	Equipment	Instructions	Name	Created by	Modified
Mon	6:30	7:30	Poord of Education	Community Leaders	O'Plaine - Auditorium	Wireless	For both of	Jeanne Love	Kim Lahitz	2015-01-12
		1	Board of Education	Focus Group for	O Plaine - Auditorium			Jeanne Love	Killi Lobitz	07:43:12
01/12/2015	pm	pm				Microphone	these meetings,			07:43:12
				Superintendent		(OP	we may need 2			
				Search		gym/auditori	wireless			
	7.00	0.00	FBLA	FBLA General	O'Plaine - Auditorium	um only)	microphones.		IZ a llu	2045 04 00
ue	7:00	8:00	FBLA			LCD	Two, 6' tables,		Kelly	2015-01-08
01/13/2015	pm	pm		Meeting	Warren Township HS	Projector -	set up in		Wilkerson	14:24:58
					- O'Plaine	O'Plaine	auditorium foyer			
						Laptop -				
						O'Plaine	Two, 6' tables			
						Podium	with 6 chairs,			
						Wireless	set up at front			
						Microphone	of auditorium			
						(OP				
						10,	Podium, two			
						um only)	hand-held			
						Table(s)	microphones,			
						Please	computer and			
						specify	projector at			
						under misc	front of			
						options-set	auditorium			
						up notes				
						Security	Please ask			
						Needed	security to			
						(Admin Use	unlock outside			
						Only)	doors to			
							auditorium at			
							6:15 p.m.			
							ADDITIONAL			
							SECURITY IS			
							NOT NEEDED			
							FOR THIS			
							EVENT.			

Date Start End Group Event Name Location										
Date	Start	Ena	Group	Event Name	Location	Equipment	Setup	Contact Full	Created By	Last
							Instructions	Name		Modified
Wed	6:30	7:30	Board of Education	Parents and	O'Plaine - Auditorium	Wireless	For both of	Jeanne Love	Kim Lobitz	2015-01-12
01/14/2015	pm	pm		Community Focus		Microphone	these meetings,			07:43:40
				Group for		(OP	we may need 2			
				Superintendent		gym/auditori	wireless			
				Search		um only)	microphones.			
Thu	6:00	9:00	District 56	Spaulding School	O'Plaine -	Wireless	B & G Assigned		Kim Lobitz	2014-12-08
01/29/2015	pm	pm		Dance Night	Gymnasium	Microphone	is NOT needed.			08:30:19
						(OP	Bleachers need			
						gym/auditori	to be out for this			
						um only)	event. No			
						B&G	additional			
						Overtime	security is			
						Needed	needed for this.			
						(Admin Use				
						Only)				