

Email address	andrea.smith@evsck12.com
Event or Class Name:	NHS Induction
Dates needed:	10-29-19
Times Need:	2:30-8pm
Teacher/Sponsor in Charge	Andrea Smith
Best way to contact you for questions:	email
Approximate Number of People:	150
Rooms Needed:	Commons Restrooms
Other Locations:	Salmon's room refrigerator
Set Up Requests (Number of tables, layout, etc)	Two long tables on stage with 6 chairs, audience in rows on lower level
Lights and Sound Need (mic, music, etc.)	Microphone Projector/Screen Chromebook Sound from Chromebook
Other AV:	Podium

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