**Thursday, February 20, 2015**

Hello Debbie,   Please ask custodians to set up **West Cafe** as soon as possible after school on **Monday,** **3/16/15 & please ask** **Mr. Adkins** **to call me when tables are up & ready for me to decorate**.   **As always, thank you for all your help.**

**Marie Adamo**   **Cell:   746-2424**   **or      314-6509**

**ICE       HOCKEY   BANQUET**

**Monday, March  16th in West Cafeteria**

**6:30 pm to 8:30 pm**

**WEST WALL:    Head table**:  **2** - 9 foot tables (10 seats) w/ podium & microphone                 **Front of head table: Players’ seating**  **4** - 9 foot tables ( 9 seats each )

**SOUTH WALL:     Dessert table**                      **1** -  9 foot table

**SOUTH WALL:     DVD / programs      1** - 9 foot table

**SOUTH WALL:     Jersey Return table:**              **1** – 9 foot table

**EAST WALL:         Food buffet**                      **3** - 9 foot tables

**MIDDLE:                 Parents**                    **14**    60” round tables  (7 seats each)

 **EQUIPMENT:**

 **Microphone & Podium; Screen & Projector; 15 easels**

 **and 34 extra chairs in SW corner of room in half moon shape in front of screen**