

Lillis **Northside** Courtyard

To be used by: **Master of Accounting 7:00 PM Thursday (Reception)**
 MBA 7:00 PM Friday (Reception)
 Business 4:00 PM Saturday

Equipment needed:

Rental chairs Noon on Thursday
Clean up before Thursday event including restrooms
Clean up before Friday event including restrooms
Set up rental chairs
Clean up before Saturdays event include restrooms
Deliver 8 tables for food North Courtyard Thursday AM to North side of building

MBA will rent 15 round tables
MBA will rent two tents for food area

The work listed in blue will be done by Custodial.
The work listed in green will be done by School of Business
The work listed in back will be done by Central Support