



4908 Ridgewood Road  
Jackson, MS 39211

601-362-9676 • jacksonacademy.org

## JACKSON ACADEMY EVENTS SETUP FORM

### PROCEDURES AND INSTRUCTIONS

- Setup forms must be turned in at least 48 hours prior to the event to Bill Campbell, Events Coordinator. If a setup form requires discussion in addition to the information conveyed on the form, please call 601-942-9053.
- All setup forms should include a diagram of how the facility should be setup. Written descriptions are encouraged and are helpful, but they should not take the place of the diagram.
- The person/department/organization requesting a setup must consider the availability of the facility being setup prior to the requested time for the setup. It is the requestor's responsibility to schedule the facility with the appropriate division Head for the setup time required. For example, if the gym is requested to be setup with twenty tables and 250 chairs by 8 a.m., the setup will have to be done the afternoon before starting around 3 p.m. Accordingly, in addition to securing the gym for the program time of 8-9:00 a.m., the requestor must also reserve the gym with the athletic director for the afternoon and evening before the event.
- Likewise, the person/department/organization requesting a setup must consider when the setup can be removed relative to the next use of the facility. It is the requestor's responsibility for events ending after hours to either schedule an idle period in the facility the next day for setup removal or make arrangements for the setup to be removed that evening. For example, if the cafeteria is setup for an evening event with all of the tables and chairs pushed back, either the cafeteria must be returned to pre-setup condition that night or arrangements must be made with the Head of Lower School for the children who arrive at 7:30 a.m. to relocate from the cafeteria.

### FACILITIES CONTACT INFORMATION

Director of Plant Services	Stacy Taylor	601-364-5764
Events Coordinator	Bill Campbell	601-942-9053
Head of Preschool (K2-K4)	Sandra Triplett	601-362-2521
Head of Lower School (K5-5 <sup>th</sup> )	Marcy Rall	601-362-2471
Head of Middle School (6 <sup>th</sup> -8 <sup>th</sup> )	Matt Morgan	601-364-5720
Head of Upper School (9 <sup>th</sup> -12 <sup>th</sup> )	Brandi Richardson	601-366-2663
*Activities Building (during school)	Kellie Rhodes	601-362-2471
*Activities Building (after school)	Brandt Walker	601-366-0526
Athletic Fields and Gymnasium	Brandt Walker	601-366-0526
Cafeteria	Hope Burford	601-368-7398
Learning Commons	Bronwyn Burford	601-364-5757

*\*Please allow at least one and a half hours for setup and one and a half hours for tear down for this facility.*



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EVENTS SETUP FORM**

***For questions or further instructions contact Jackson Academy’s Events Coordinator, Bill Campbell, at 601-942-9053***

Event Location: \_\_\_\_\_

Have you reserved the above listed facility for the event time, including time to setup and tear down:  
(Circle One)

Yes or No

Name of Event: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_

Time Setup Should Be Complete: \_\_\_\_\_

Equipment Needed:  
(E.G. Chairs, Tables, Audio, or Other Equipment):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Unless otherwise requested, HVAC will be programmed to come on one hour before the event, and the doors will be opened 30 minutes before the event.***

Please draw/layout how you would like your setup: