



4908 Ridgewood Road
P.O. Box 14978
Jackson, MS 39236-4978

601-362-9676 • jacksonacademy.org

**JACKSON ACADEMY
EVENTS SETUP FORM**

PROCEDURES AND INSTRUCTIONS

- As indicated on the form, setup forms must be turned in to Calvin Hudson at least 48 hours prior to the event.
- Please call Bill Campbell, events coordinator, at 601-942-9053 if a setup requires discussion in addition to the information conveyed on the form.
- 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 Dean for the setup time required. For example, if the Gym is requested to be setup with twenty tables and 250 chairs by 8:00 A.M., the setup will have to be done the afternoon before starting around 3:00 P.M. Accordingly, in addition to securing the Gym for the program time of 8:00 A.M. – 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 lower school dean for the children who arrive at 7:30 A.M. to relocate from the Cafeteria.

FACILITIES CONTACT INFORMATION

Director of Plant Services	Calvin Hudson	601-364-5764
Events Coordinator	Bill Campbell	601-942-9053
Preschool Dean	Tara McDaniel	601-362-2521
Lower School Dean	Sarah Love	601-362-2471
Middle School Dean	Matt Morgan	601-364-5404
Upper School Dean	Steve McCartney	601-366-2380
Director of Finance and Operations	Angie Antici	601-364-5700
*Activities Building (during school)	Angie Adair	601-362-2471
*Activities Building (after school)	Bobby West	601-366-0526
Assembly Hall, Learning Center	Bill Bunch	601-364-5715
Athletic Fields	David Sykes	601-942-9064
Cafeteria	Bill Bunch	601-364-5715
Gymnasium	Bobby West	601-366-0526
Upper School Library	Bronwyn Burford	601-364-5757

**Please allow at least one and a half hours for setup and one and a half hours for teardown for this facility.*



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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 teardown:
(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: