|  |  |  |
| --- | --- | --- |
| **DATE OF EVENT:** | |  |
|  | |  |
| **Setup Date Requested:** | |  |
|  | |  |
| **Setup Time:** | |  |
| **Start Time:** | |  |
| **End Time:** | |  |
| **Clean Up Time:** | |  |
|  | |  |
| **Organization/Activity:** | |  |
|  | |  |
| **Room Requested:** | |  |
|  | |  |
| **Other:** | | **Assembly Room & Cenacle A/V**  **rooms need a temp badge which will need to be requested by the ministry lead at the Safe Environment Office located in the Parish Office.** |
| **\*Wireless mic? *(Specific Rms Only)*** | | Handheld Or Lapel |
| **\*Ability to play? *(Specific SAC Rms Only)*** | | DVD Or Laptop |
|  | |  |
| **Number of people attending:** | |  |
| **Contact Person:** | |  |
| **Phone Number:** | |  |
| **Cell Number:** | |  |
| **Person Making Request:** | |  |
| **Person Making Request Number:** | |  |
|  | |  |
| **Remarks:** | |  |
|  | | |
| **TODAYS DATE:** |  | |

Please draw diagram where you would like tables & chairs to be:

**\*Room Setup Requests are to be turned in 2-4 weeks prior to the event.**

**\* Please submit 2 copies of the request to the**

* Maintenance Supervisor
* Scheduling Coordinator

[*Please note that with such a big Parish that not all requests may be able to be setup*]

Ministries, especially on the weekend are in charge of their own setup, tear down, and are responsible for making sure the room gets put back to the specific standard room setup unless other arrangements have been made.

Any questions please email: [scheduling@stannparish.org](mailto:scheduling@stannparish.org)