

Parish Hall Event Set-up Request Form

Request Date: _____

Event Name: _____

Event Date: _____

Event Start Time: _____

Event Coordinator: _____

Phone # _____

of Participants Expected: _____

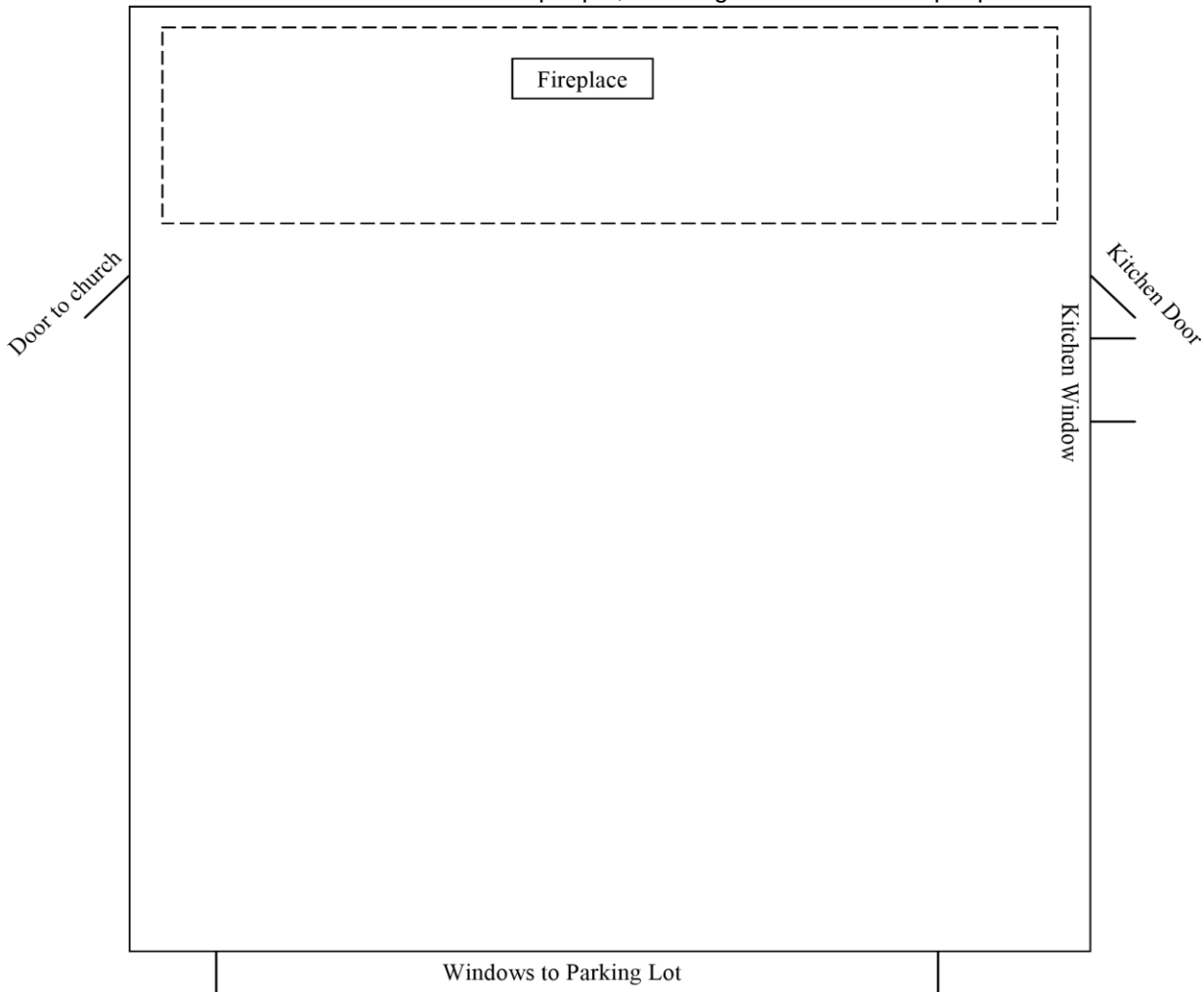
Coffee and Beverage Service? Yes No

A/V Required? Yes No TV VCR Overhead Screen PC & Computer Projector

Special Notes:

Requested Table Layout

Note: Round tables seat 6 people, Rectangular tables seat 8 people



Please complete and return to Amy Sandy, Parish Administrator