**EVENT REQUEST FORM**

DESCRIPTION OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE/S OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

START TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONCLUSION TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: (D)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(E)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AREA/S REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# TO ATTEND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WILL ANY PREPARATION TIME BE NECESSARY: YES NO

 IF SO, SPECIFY TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WILL ANY SET-UP OF TABLES, CHAIRS, ETC. BE REQUIRED: YES NO

 IF SO, SPECIFY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 # OF CHAIRS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 # OF ROUND TABLES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 #OF RECTANGULAR TABLES : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WILL ANY PAPER GOODS BE NEEDED: YES NO

 IF SO, SPECIFY APPROXIMATE # NEEDED:

 \_\_\_\_\_\_\_ CUPS \_\_\_\_\_\_\_ 12oz BOWLS \_\_\_\_\_\_\_ 4oz BOWLS \_\_\_\_\_\_\_ 6" PLATES

 \_\_\_\_\_\_\_ 9" PLATES (DIVIDED) \_\_\_\_\_\_\_ 9" PLATES (NON-DIVIDED) \_\_\_\_\_ NAPKINS

WILL A LECTERN BE NEEDED: YES NO

WILL THE P.A. SYSTEM BE NEEDED: YES NO

DO YOU NEED: \_\_\_\_\_ EASEL \_\_\_\_\_ NEWSPRINT \_\_\_\_\_ SCREEN

REQUESTED BY:

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

 Responsible Person Date

APPROVED BY:

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

 Pastor/Adm. Asst. Date

**Please specify set-up of tables/chairs for parish hall if applicable.**

 KITCHEN

Draw out Set Up