

PARISH CENTER - ENTIRE

Email to keggimann@oloj.org, or leave in Kathleen's mailbox in the parish office.

Organization / Ministry: _____ **Name of Event:** _____

Contact: _____ **Phone:** _____

Email: _____

Date(s) of Event: _____ **Number of Guests:** _____

Start time: _____ **AM / PM** **End time:** _____ **AM / PM**

Do you require extra set up time: Y / N If so, what date/time do you need the room set by: _____

Notes / Additional Details:

Mic: _____ **Mic Stand** _____ **Lavalier** _____ **DVD Player** _____ **Podium** _____ **Easel/Pad** _____ **Easel** _____

HDMI Cable _____ **Adapter for Ipad** _____

Main Room ONLY: Drop down Projector _____ **Screen Down** _____

Note # of tables/ chairs needed. Sketch on diagram as necessary.

Chairs per Table _____

3' x 20" Table _____
(6 available)

6' x 18" Table _____
(34 available)

6' x 30" Table _____
(27 available)

6' Round Table _____
(30 available)

Room Divider _____
(3 available)

Trash Cans _____
(8 available)

