

# PARISH CENTER - ENTIRE

Email to Sheila Drumm at [sdrumm@oloj.org](mailto:sdrumm@oloj.org) or leave in Sheila'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)

