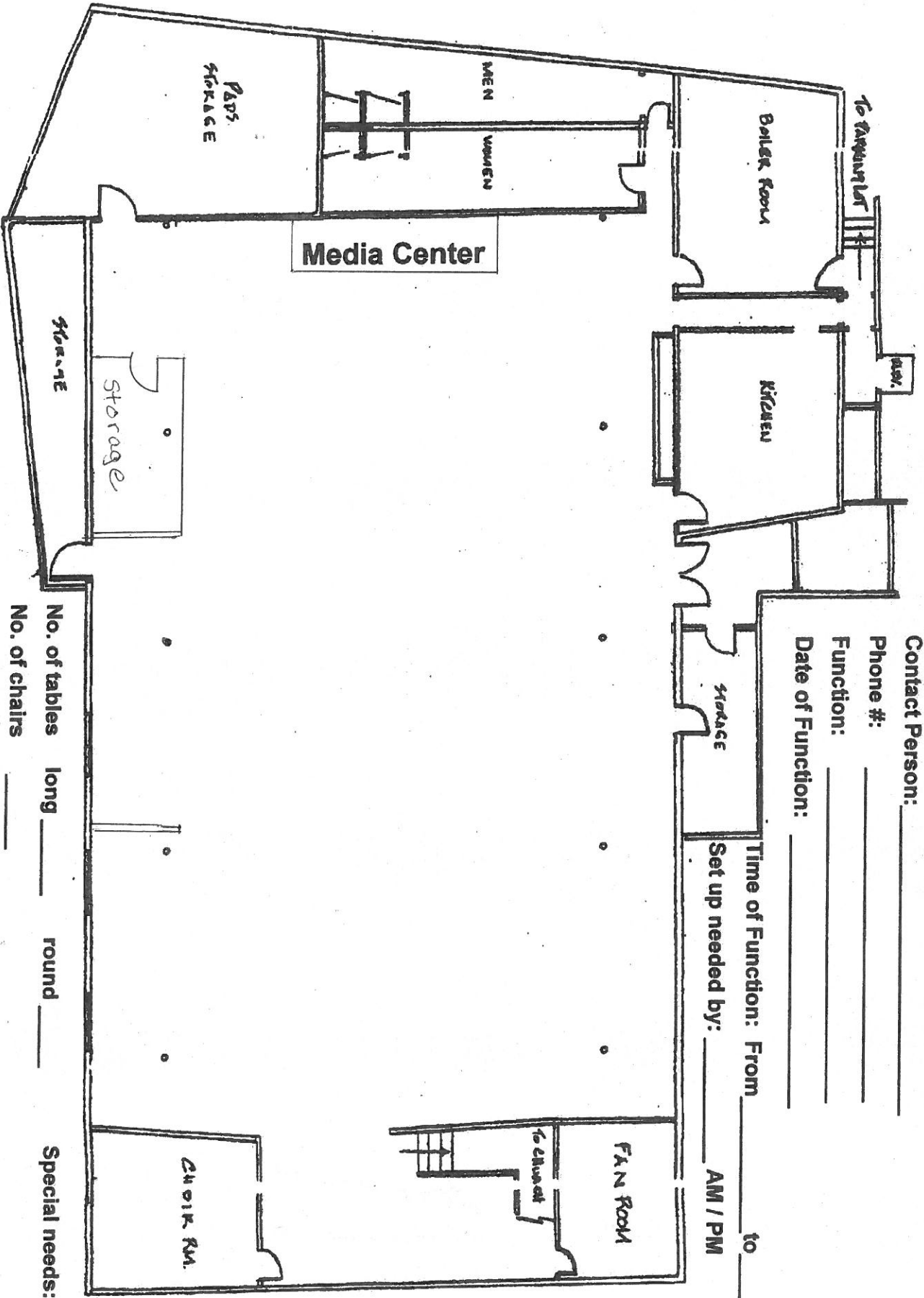


PLEASE DIAGRAM DESIRED LAYOUT



Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time of Function: From \_\_\_\_\_ to \_\_\_\_\_  
 Set up needed by: \_\_\_\_\_ AM / PM

No. of tables long \_\_\_\_\_ round \_\_\_\_\_ Special needs: \_\_\_\_\_

No. of chairs \_\_\_\_\_

Podium needed: \_\_\_\_\_

Media Center needed: \_\_\_\_\_

Easel / flip chart needed: \_\_\_\_\_

Kitchen stove gas on: \_\_\_\_\_

Microphones & Media Center key must be checked out and returned to the Rector's Office.

It is parish policy that Nothing is to be hung from the ceiling & NO TAPE on the walls, please!