

Events and Hospitality Request Form

*Please contact a member of the Events and Hospitality Commission before utilizing this form.
Requests are to be made at least two weeks before the event.*

Name of Commission _____ Date Submitted _____

Submitted by _____ Phone _____

E-mail _____

Event _____ Anticipated Attendance _____

Date of Event - From _____ To _____

Time of Event - From _____ To _____

Check what is needed: Kitchen Servers Baked Goods BJ/Costco Shopping Beverages

Clean-up Errands Run Set-up Tear-down Helpers How many? _____

If needed:

Set up Date _____ Time – From _____ To _____

Tear-down Date _____ Time – From _____ To _____

Locations – check all that apply Sanctuary Cloister Walk Narthex Holy Child Cry Room

Mary Chapel Friendship Hall Stage Area Meeting Room next to Friendship Hall

Hospitality Suite Rectory Paduan Room Parking Lot Education Center

Equipment *check all that apply and include quantity*

Tables _____ (quantity) Tablecloths _____ TV Video taping

Folding chairs _____ (quantity) VCR/DVD player

Molded chairs _____ (quantity) Sound equipment

How many chairs in a row? _____ How many rows? _____