

# 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? \_\_\_\_\_