

# St. Alphonsus Parish Activity Center Set Up Request

(NOTE: This sheet required to be in Parish Office no later than 48 hours prior to event)

Organization \_\_\_\_\_ Submitted by \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Event Date \_\_\_\_\_ Event Time \_\_\_\_\_ to \_\_\_\_\_

Number of Attendees \_\_\_\_\_ Flip Chart \_\_\_\_\_ Podium \_\_\_\_\_ Microphone \_\_\_\_\_ TV/VCR \_\_\_\_\_ PROJECTOR: Video \_\_\_\_\_ Overhead \_\_\_\_\_

**Serving items are available in kitchen:**

Sound System Special Settings: **wifi- SA Church, Religion4all**

**OTHER REQUEST:** \_\_\_\_\_

**PROVIDE SKETCH OF REQUESTED ARRANGEMENT OF TABLE/CHAIRS, ETC.**

