|  |  |
| --- | --- |
| **DATE OF EVENT:** |  |
|  |  |
| **Setup Date Requested:** |  |
|  |  |
| **Event Name:** |  |
| **Setup Time:** |  |
| **Start Time:** |  |
| **End Time:** |  |
| **Clean Up Time:** |  |
|  |  |
| **Organization/Activity:** |  |
|  |  |
| **Room(s) Requested:** |  |
|  |  |
| **Other:** | **Assembly Room, Cenacle, 499 A/V**  **rooms need a temp badge which will need to be requested and training prior to use** |
| **\*Wireless mic Needed?** |  |
| **\*Type of A/V Needed?**  **DVD, Projection, Wifi?** |  |
|  |  |
| **Number of people attending:** |  |
| **Contact Person:** |  |
| **Cell Number:** |  |
|  |  |
|  |  |
| **Room Setup Remarks:** |  |

Please use icons below where you would like tables & chairs to be.

If you need more just copy and paste:

**STAGE**

**\*Room Setup Requests are to be turned in 1-4 weeks prior to the event.**

**\* Please submit 2 copies of the request to the**

* Maintenance Supervisor
* Scheduling Coordinator

[*Please note that with such a big Parish that not all requests may be able to be setup*]

Ministries, especially on the weekend are in charge of their own setup, tear down, and are responsible for making sure the room gets put back to the specific standard room setup unless other arrangements have been made.

Any questions please email: [scheduling@stannparish.org](mailto:scheduling@stannparish.org)

TABLE

CHAIR

RECTANGULAR TABLE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **Room Setup Options** | **Number of Occupants** | **A/V** | **Access** |
| **Assembly Room** | Standard-Empty Room |  | 2 Projectors, Microphones, & Laptop Hook Ups | Temp Badge and A/V Training Needed prior to event |
| AR Tables & Chairs | 32 Round Tables Max with 8 chairs at each | 256 Max |  |  |
| AR Chairs Only | 550 Chairs Only | 550 Max |  |  |
|  |  |  |  |  |
| **499 (Assisi Hall)** | Standard-Empty Room |  | 2 Projectors, Microphones, & Laptop Hook Ups | Temp Badge and A/V Training Needed prior to event |
| 499 Tables & Chairs | 30 Round Tables Max with 8 chairs at each | 240 Max |  |  |
| 499 Chairs Only | 450 Chairs Only | 450 Max |  |  |
|  |  |  |  |  |
| **Cenacle** | Standard-Empty Room |  | 2 Projectors, Microphones, & Laptop Hook Ups | A/V Training Needed prior to event |
| Cenacle Tables & Chairs | 20 Tables with 8 chairs at each | 160 Max |  |  |
| Cenacle Chairs Only | 250 Chairs Only | 250 Max |  |  |
|  |  |  |  |  |