

St. Gabriel Parish

Must be received in Parish Office 7 days prior to event or you will be responsible for your own set up.

EVENT SET-UP FORM	
Date of Submission:	Date of Event:
Name of Event:	
Event Start Time:	Event End Time:
Set Up Date:	Requested Set Up Time:
Contact Person(s):	Home Phone:
E-Mail:	Cell Phone:

Rooms Required for Event:		
CHURCH	SCHOOL	LEARNING LOFT
<input type="checkbox"/> CR – Community Room	<input type="checkbox"/> MPR – Multi-Purpose Rm.	<input type="checkbox"/> A - Atrium
<input type="checkbox"/> MR1 – Meeting Room 1	<input type="checkbox"/> PC – Pahler Center	<input type="checkbox"/> LLGR – LL Great Room <small>(NO KITCHEN ACCESS)</small>
<input type="checkbox"/> GA – Gathering Area	<input type="checkbox"/> REO – Religious Ed. Office	
<input type="checkbox"/> C - Church	<input type="checkbox"/> S – School Class Rooms – must notify Ann Ulrich of room use	
<input type="checkbox"/> OTHER		

Equipment Required for Event:		
# of Round Tables	# of Long Tables	# of Chairs
<input type="checkbox"/> Podium	<input type="checkbox"/> Lap Top	<input type="checkbox"/> TV
<input type="checkbox"/> Microphone	<input type="checkbox"/> Projector	<input type="checkbox"/> DVD Player
<input type="checkbox"/> LAV or Handheld <small>(Circle One)</small>	<input type="checkbox"/> Projection Screen	<input type="checkbox"/>
Need Training on Equipment <input type="checkbox"/> YES <input type="checkbox"/> NO		

Special Instructions:
<p>Is a specific layout required? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, complete the Event Layout Form(s) which may be found on-line at www.st-gabriel.org at the bottom of the home page – under Parish Forms or in Parish Office. Attach Event Layout Form(s) to this form and return to the parish office.</p>

FOR OFFICE USE ONLY:

RECEIVED: _____ COPIES MADE: _____ RESPONDED: _____