

# Saint Paul Church/School Event Request Form

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Church Event: \_\_\_\_\_

School/Church Committee Event:

School Event: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Location of Event:

Church Hall \_\_\_\_\_

Outdoor Event (specify where) \_\_\_\_\_

Parish Center \_\_\_\_\_

School Gym \_\_\_\_\_

School Library \_\_\_\_\_

School Conference Room \_\_\_\_\_

Outside Event \_\_\_\_\_

OTHER: \_\_\_\_\_

Responsible Party:

Contact: \_\_\_\_\_ PHONE: \_\_\_\_\_

Email \_\_\_\_\_

**Needs:**

Tables: Round: How Many \_\_\_\_\_

Banquet: How Many \_\_\_\_\_

School Lunch Tables: How Many \_\_\_\_\_

Chairs: Number/Each table etc: \_\_\_\_\_

Podium: YES \_\_\_\_\_ NO \_\_\_\_\_

Trash: Number of Receptacles \_\_\_\_\_

**Media Needs:**

Microphone: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Movie Screen: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Audio: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Video/DVD Player: YES: \_\_\_\_\_ NO: \_\_\_\_\_

**Additional Needs:**

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**Please draw a diagram on the back of this page if you have specific set-up needs:  
Thank you for your help! - Return to Parish Center Office**