

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:

**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**