



# Facilities Set Up Form

Please submit to Parish Administrator

Today's Date:	Date and Time of Event:
Number of people attending:	Completion Date and Time:
Requested By:  <i>Room will be left as we found it</i>	Area of Campus:
Number of Tables (shape) and chairs:	
Start and Ending of Event:	
Coffee/Tea/Water Set Up:	

## **Facilities Set Up Plan**

Draw plan of set up and be specific – we cannot guarantee any additions or changes one day prior to completion date provided.

Approved by Parish Administrator:	Completed By:
	Date Completed: