



## ST. JOSEPH CATHOLIC PARISH FACILITIES SET-UP REQUEST FORM

Today's Date \_\_\_\_\_ Event Location \_\_\_\_\_

Title of Event \_\_\_\_\_ Event Date \_\_\_\_\_

Set-up Time \_\_\_\_\_ Date \_\_\_\_\_ Event Time \_\_\_\_\_

Contact Person\* \_\_\_\_\_

Contact Phone\* \_\_\_\_\_ Email\* \_\_\_\_\_

\*THE REQUEST WILL NOT BE PROCESSED WITHOUT THIS INFORMATION

### EQUIPMENT

	QUANTITY		QUANTITY
<input type="checkbox"/> 8 ft. Tables	_____	<input type="checkbox"/> Beverage napkins	_____
<input type="checkbox"/> 6 ft. Tables	_____	<input type="checkbox"/> Knives, forks, spoons	_____
<input type="checkbox"/> 4 ft. Tables	_____	<input type="checkbox"/> Lemonade	_____
<input type="checkbox"/> Round Tables 5 ft.	_____	<input type="checkbox"/> Coffee regular	_____
<input type="checkbox"/> Hiboy Tables	_____	<input type="checkbox"/> Coffee decaf	_____
<input type="checkbox"/> Café Tables	_____	<input type="checkbox"/> Uplights	_____
<input type="checkbox"/> Card Tables <small>200 building only</small>	_____	<input type="checkbox"/> Event grill	_____
<input type="checkbox"/> Chairs	_____	<input type="checkbox"/> Boiling Grills 30 qt.	_____
<input type="checkbox"/> Easels with Paper	_____	<input type="checkbox"/> Coolers	_____
<input type="checkbox"/> Easels for display	_____	<input type="checkbox"/> 5 Gallon Thermos	_____
<input type="checkbox"/> Dinner plates 10"	_____	<input type="checkbox"/> Blue Table Cloths	_____
<input type="checkbox"/> Meal plates 8"	_____	<input type="checkbox"/> Green Table Cloths	_____
<input type="checkbox"/> Dessert plates 6"	_____	<input type="checkbox"/> Lt. Green Table Cloths	_____
<input type="checkbox"/> Cold cups 9 oz.	_____	<input type="checkbox"/> Red Table Cloths	_____
<input type="checkbox"/> Hot cups 9 oz.	_____	<input type="checkbox"/> Purple Table Cloths	_____
<input type="checkbox"/> Wine Glass clear plastic	_____	<input type="checkbox"/> White Table Cloths	_____
<input type="checkbox"/> Snack bowls	_____	<input type="checkbox"/> Black Table Cloths	_____
<input type="checkbox"/> Dinner napkins	_____	<input type="checkbox"/> Yellow Round Cloths	_____

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|--|-------|--|-------|
| <input type="checkbox"/> Red Round Cloths        | _____ | <input type="checkbox"/> Microphone voice      | _____ |
| <input type="checkbox"/> White Round Cloths      | _____ | <input type="checkbox"/> Microphone Music      | _____ |
| <input type="checkbox"/> Black Round Cloths      | _____ | <input type="checkbox"/> Boom Box              | _____ |
| <input type="checkbox"/> Red Hiboy Cloths        | _____ | <input type="checkbox"/> Boom Box Adapter      | _____ |
| <input type="checkbox"/> White Hiboy Cloths      | _____ | <input type="checkbox"/> Projector             | _____ |
| <input type="checkbox"/> Black Hiboy Cloths      | _____ | <input type="checkbox"/> Portable screen small | _____ |
| <input type="checkbox"/> Plastic Tablecloth roll | _____ | <input type="checkbox"/> Portable screen large | _____ |
| <input type="checkbox"/> Roasters                | _____ | <input type="checkbox"/> Tv and Player         | _____ |
| <input type="checkbox"/> Electric Griddles       | _____ | <input type="checkbox"/> Laptop                | _____ |
| <input type="checkbox"/> Extension Cords 15'     | _____ | <input type="checkbox"/> Video Digital Camera  | _____ |
| <input type="checkbox"/> Extension Cords 25'     | _____ | <input type="checkbox"/> Podium                | _____ |
| <input type="checkbox"/> Extension Cords 50'     | _____ | <input type="checkbox"/> Fire pit              | _____ |
| <input type="checkbox"/> Extension cords 100'    | _____ | <input type="checkbox"/> Stage 32" high        | _____ |
| <input type="checkbox"/> Splitter 3device        | _____ | <input type="checkbox"/> Stage 16" high        | _____ |
| <input type="checkbox"/> Splitter 5device        | _____ | <input type="checkbox"/> Speaker Phone         | _____ |
| <input type="checkbox"/> Surge strip 5 outlet    | _____ | <input type="checkbox"/> Walkie Talkies        | _____ |

*If you DO NOT see something you need listed above please ask, we may have not listed the item.*

**SPECIAL INSTRUCTIONS:**

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**FOR ROOM SET-UPS**

The Facilities Staff is available from 6:00am to 2:30pm DAILY to assist in the set-up of rooms if the arrangement is a minor change from the room's normal setting. Major changes require a meeting with the Facilities Manager. Both changes require a diagram that needs to be submitted to the Parish Office (14) fourteen days prior to the requested set-up of the event.

**1. WEEKEND AND LARGE EVENT SET-UPS**

This requires a fee for additional Facilities help OR those planning the event may ask the leadership to approve additional labor costs.

- All requests are based on need and availability. You will receive confirmation once the request has been processed.

*as of 10-22-2020*

