



St. Helen Catholic Church

SETUP REQUEST FORM

Date: _____

To: Facilities

From: _____

Telephone: _____ **Email:** _____

Ministry/Organization: _____

Event/Meeting: _____

Please complete the following for set-up requests:

Date(s): _____

Time: _____

How many minutes you would like setup to be completed before your event? If more If more than 120 minutes is needed please contact facilities.

Location: _____

Special needs: _____

Quantity of special Items: (i.e. microphone, podium, etc.): _____

Set- Up Instructions: _____

PLEASE:

E-mail this form one week before event/meeting to facilities@sainthelens.org

Or bring it to the Parish Office

***Our Mission: To form joyful disciples who know, love and serve Jesus Christ.
Nuestra Misión: Formar discípulos alegres que conocen, quieren y sirven a Jesucristo.***

Feel free to use the back of this form for diagram of set-up, if necessary.

