

Today's Date _____

New Request

Change Date From: _____ To _____

Cancel Event Date _____ Named _____

Final Setup Info

<i>(Office Use Only)</i>	AV	DH
FB	WS	TW YT REV 911
Space:	_____	
Code:	_____	

EVENT SCHEDULING REQUEST - ST. PATRICK CATHOLIC COMMUNITY

Event Name: _____

Event Type: Meeting Fundraiser /Benefit Collection/Drive Ticket Sales Other _____

Your Name: _____ Phone # _____ Email Address: _____

Event Date: _____ Number of People: _____

Setup/Arrival Time _____ Start Time: _____ End Time: _____
9:00PM Max

Number of Rooms: _____ Room Preference: _____ Nursery: Y or N

Church Bldg Pantry: Y or N **Fenlon Hall Kitchen: Y or N (Subject to Review & Pre-Approval)**

If approved, it is your responsibility that Kitchen, Pantry and Meeting Areas are left in the condition found upon arrival.
Left over food or beverage to be taken with you upon departure. Waste to be disposed of properly.

Frequency of Event: One Time Only Weekly Monthly - List Dates Other

Specify additional dates: Day/Date _____ Day/Date _____

Day/Date _____ Day/Date _____ Day/Date _____

Day/Date _____ Day/Date _____ Day/Date _____

Day/Date _____ Day/Date _____ Day/Date _____

Dates NOT meeting: (due to Week Off, Holiday, Holy Day, Summer Break etc.)

Day/Date _____ Day/Date _____ Day/Date _____

You MUST complete BOTH SIDES OF THIS FORM and submit ONE of the following ways:

- ▶ Drop off or mail to Parish Office - ATTN: Carol Campbell
- ▶ Fax BOTH SIDES to 480.998.5218
- ▶ Email completed form in PDF format to mailto: inhouse84@gmail.com
Call Carol at 480.264.4123 if you have questions

Find this form on our parish website
<http://www.stpatrickscottsdale.org/>
Under Links and Forms

- ROOM SETUP REQUIRED -

Seating Tables

- 6 ft. long 18 in. deep seats 2-3 **How Many Tables?** _____
- 6 ft. long 32 in. deep seats 2-3 **How Many Tables?** _____
- Round 72 in. seats 8-9 **How Many Tables?** _____
- Round 60 in. seats 5-6 **How Many Tables?** _____
- Seating Tablecloths **Y or N** _____

Other Tables

- For resources, food, beverage **How Many?** _____ **Size/Type?** _____
- Resource Tablecloths **Y or N** _____

Function Needs

- Podium Stand w/Paper & Marker Stand Only for Sign

- Seating Setup Below Forthcoming *a minimum of one week prior to event date* No Setup Needed

**** ALL setups whether new or change must be submitted a minimum of one week before event**

- Long Tables & Chairs in Square/Rectangle Long Tables & Chairs Classroom Style
- Long Tables & Chairs in U-Shape Round Tables Small Center Prayer Table Needed
- Chairs Only Theater Style Chairs only in a Circle

For Large Setups, Multiple Room Locations or Additional Needs, Use Extra Sheet of Paper

For smaller setups draw diagram here ▼ to include which direction seating should face:

AUDIO/VISUAL NEEDS

Event Speaker's name: _____

- None Hand-held Mic Lapel Mic Project on screens Project on Wall
- Bringing Laptop Requesting Tech to be onsite w/Church Laptop TV DVD
- Pre-Mass: Powerpoint or Video (circle one) 'Show' dates listed below
- Powerpoint/Video already created Requesting tech make powerpoint/video

Special Needs/Comments: _____
