

ST. JOSEPH CATHOLIC CHURCH

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

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8 ft. Tables \_\_\_\_\_

Event grill \_\_\_\_\_

6 ft. Tables \_\_\_\_\_

Coolers \_\_\_\_\_

Round Tables 5 ft. \_\_\_\_\_

5 Gallon Thermos \_\_\_\_\_

Hiboy Tables \_\_\_\_\_

Blue Table Cloths \_\_\_\_\_

Card Tables \_\_\_\_\_

Green Table Cloths \_\_\_\_\_

Chairs \_\_\_\_\_

Lt. Green Table Cloths \_\_\_\_\_

Easels with Paper \_\_\_\_\_

White Table Cloths \_\_\_\_\_

Easels for display \_\_\_\_\_

Black Table Cloths \_\_\_\_\_

Dinner plates \_\_\_\_\_

Yellow Round Cloths \_\_\_\_\_

Meal plates \_\_\_\_\_

White Round Cloths \_\_\_\_\_

Dessert plates \_\_\_\_\_

Black Round Cloths \_\_\_\_\_

Cold cups \_\_\_\_\_

White Hiboy Cloths \_\_\_\_\_

Hot cups \_\_\_\_\_

Black Hiboy Cloths \_\_\_\_\_

Snack bowls \_\_\_\_\_

Roasters \_\_\_\_\_

Dinner napkins \_\_\_\_\_

Extension Cords 15' \_\_\_\_\_

Beverage napkins \_\_\_\_\_

Extension Cords 25' \_\_\_\_\_

Knives, forks, spoons \_\_\_\_\_

Extension Cords 50' \_\_\_\_\_

Lemonade \_\_\_\_\_

Extension cords 100' \_\_\_\_\_

Coffee regular \_\_\_\_\_

Splitter 3device \_\_\_\_\_

Coffee decaf \_\_\_\_\_

Splitter 5device \_\_\_\_\_

Uplights \_\_\_\_\_

Surge strip 5 outlet \_\_\_\_\_

- Microphone voice \_\_\_\_\_
- Microphone Music \_\_\_\_\_
- Boom Box \_\_\_\_\_
- Boom Box Adapter \_\_\_\_\_
- Projector \_\_\_\_\_
- Portable screen small \_\_\_\_\_
- Portable screen large \_\_\_\_\_
- Tv and Player \_\_\_\_\_
- Laptop \_\_\_\_\_
- Podium \_\_\_\_\_
- Fire pit \_\_\_\_\_
- Stage 32" high \_\_\_\_\_
- Stage 16" high \_\_\_\_\_
- Speaker Phone \_\_\_\_\_
- 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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**1. 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 7 days prior to the requested set-up of the event.

**2. WEEDEND AND LARGE EVENT SET-UPS**

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

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

