

# Saint Joseph Church Koenig Center Set Up Request Form

Date Requested: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Set-up time: \_\_\_\_\_ Event time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Special Instructions:  _____  _____  _____		
<b>SUPPLY REQUEST:</b>	<b>ITEM</b> (circle item)	<b>NUMBER</b>
	hot cups/cold cups .....	
	napkins/forks, spoons, knives .....	
	dinner plates / dessert plates .....	
	coffee/filters/sugar/powered cream .....	
	lemonade .....	

- **FOR ROOM SET-UPS**  
The custodial staff is available Monday through Friday to set-up rooms if the arrangement is different from the room's normal setting. This requires a diagram that needs to be submitted to the rectory office 7 days prior to the event.
- **WEEKEND SET-UPS**  
This requires a fee to pay for custodial help OR those planning the event may choose to assume that responsibility themselves.

Side A

KITCHEN

Side B

Koenig Center

