

# EVENT SCHEDULING REQUEST – ST. PATRICK CATHOLIC COMMUNITY

Posted on St. Patrick's External Website **Subject to Approval**

Digital Registration or Sign Up Needed **Subject to Approval**

## Today's Date

New Request				Final Setup Included
Change Date/Time	From:		To:	
Cancel Event	Date :		Name of Event:	
Event Name:			Parish Ministry	
<b>Event Type:</b>	Meeting	Collection/Drive	Liturgy	Other
Your Name:			Ministry Leader	Staff Liaison
Email Address:			Phone #:	
Event Date:			Event Start Time:	
Event Duration:	(hr)	(min)	Setup Time (min):	Cleanup Time (min):
Number of People:		Room Preference:		Child Care:
<b>Alcohol – YES</b>	<b>OR NO</b>	<b>(Subject to Pre-Approval – Additional conditions apply and forms needed)</b>		

<b>Frequency of Event:</b>	One Time Only	Weekly	Monthly – <b>List Dates</b>	Other
<b>Specify additional dates:</b>	Day/Date		Day/Date	
Day/Date	Day/Date		Day/Date	
Day/Date	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
Day/Date	Day/Date	Day/Date
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: Facility Scheduling**
- Fax **BOTH SIDES** to **480-998-5218**
- Email scanned completed form and/or any questions to:

[scheduling@stpatcc.org](mailto:scheduling@stpatcc.org)

## ROOM SETUP REQUIRED

**Seating Tables**      6 ft long 18 in deep thin table      **How Many Tables?**

6 ft long 32 in deep WIDE table      **How Many Tables?**

Round 72 in. seats 8-9      **How Many Tables?**

Round 60 in, seats 5-6      **How Many Tables?**

Seating Tablecloths

**Other Tables**      For resources, food, beverage      **How Many?**

Resource Tablecloths

**Function Needs**      Podium      Stand w/Paper & Marker      Stand Only for Sign

Small Prayer Table      No Setup Needed      Set up to be emailed ***a minimum of 8 days prior to event***

Long Tables & Chairs in Square/Rectangle      Long Tables & Chairs Classroom Style

Long Tables & Chairs in U-Shape      Chairs Only Theater Style      Chairs only in a Circle

**EMAIL DIAGRAM WITH NAME OF EVENT AND DATE:**

**Layout description only if a diagram is not required:**

### AUDIO/VISUAL NEEDS

None      Hand-held Mic      Lapel Mic      Video/Computer Presentation      WiFi

Bringing Laptop      Requesting AV Tech Onsite      Request AV Tech Offsite

No AV Tech      Other – see comment below

**Specifics/Comments:**