

Today's Date \_\_\_\_\_

New Request

Change Date From: \_\_\_\_\_ To \_\_\_\_\_

Cancel Event Date \_\_\_\_\_ Named \_\_\_\_\_

Final Setup Info

<p><i>(Office Use Only)</i> AV</p> <p>Space: _____</p> <p>Code: _____</p>
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## 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:  Fenlon Hall Kitchen:  **(Subject to Review & Pre-Approval)**

? **Alcohol - YES  OR NO  (Subject to Pre-Approval - additional conditions apply and forms needed)**

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: 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    **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

- 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**

- None     Hand-held Mic     Lapel Mic     Video/Computer Presentation     WiFi
- Bringing Laptop     Requesting Tech Onsite w/Church Laptop     Other - see comment below

Specifics/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_