

PARISH CENTER - ENTIRE

Email to Michelle Pierce at mpierce@oloj.org or leave in Michelle's mailbox in the Parish Office.

Organization / Ministry: _____ Name of Event: _____

Contact: _____ Phone: _____

Email: _____

Date(s) of Event: _____ Number of Guests: _____

Start time: _____ AM / PM End time: _____ AM / PM

Do you require extra set up time: Y / N If so, what date/time do you need the room set by: _____

Notes / Additional Details:

Mic: _____ Mic Stand _____ Lavalier _____ DVD Player _____ Podium _____ Easel/Pad _____ Easel _____

HDMI Cable _____ Adapter for Ipad _____

Main Room ONLY: Drop down Projector _____ Screen Down _____

Note # of tables/ chairs needed. Sketch on diagram as necessary.

Chairs per Table _____

3' x 20" Table _____
(6 available)

6' x 18" Table _____
(34 available)

6' x 30" Table _____
(27 available)

6' Round Table _____
(30 available)

Room Divider _____
(3 available)

Trash Cans _____
(8 available)

