

**PLEASE ILLUSTRATE ANY SPECIAL SETUP NEEDED AND SUBMIT 7-10 DAYS PRIOR TO EVENT**

Today's Date _____	<b><u>How Many of Each?</u></b>	<b><u>Indicate Needs:</u></b>
Date Needed _____	Chairs _____	Podium _____
Time Needed _____	Round Tables _____	CD Player _____
Requested by _____	Long Tables _____	Microphone+ _____ +Must be obtained from the Parish Center Personally
Event Name _____		Projector _____
<b><u>Event Sponsor: SPBS</u></b>		TV _____
		Other _____

## **SPB - PARISH HALL Set-up Request**

**NOTE: Faculty/Event Coordinator Submits Completed Form Directly to School Secretary**

Sound Room	STAGE			
Front Entry				<b>KITCHEN</b>
Back Entry				<b>Chair &amp; Table Storage</b>
<b>Alcove/Stairway</b>	<b>Room 3</b>	<b>Room 4</b>		
<i>Hall Rooms Entry</i>				
<b>Room 1</b>	<b>Room 2</b>		<b>Men's</b>	<b>Women's</b>