

SAINT JOSEPH CHURCH

6 New Street, Mendham, NJ 07945

973-543-5950 (office) ext. 18

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REQUEST FOR ROOM SET-UP

OFFICE USE ONLY	
Date Received	_____
Date Approved	_____
Approved By	_____
Copy to Pastor	_____
Copy to DRE	_____
Copy to School	_____
Copy to B/G Mgr	_____

DATE REQUEST SUBMITTED _____

EVENT NAME _____

EVENT DATE _____

SPONSORING GROUP _____

PERSON RESPONSIBLE FOR EVENT _____

PHONE _____ E-MAIL _____ FAX _____

PERSON RESPONSIBLE FOR SET-UP/BREAKDOWN/CLEAN UP _____

PHONE _____ E-MAIL _____ FAX _____

NUMBER OF PEOPLE IN ATTENDANCE _____

MARKER BOARD _____ EASEL _____

CHALK BOARD _____ OVERHEAD PROJ. _____

EQUIPMENT NEEDS:

EXTENSION CORD _____ SPEAKER STAND _____

OTHER _____ OTHER _____

PLEASE DRAW DIAGRAM SHOWING **DOOR LOCATIONS**, # OF TABLES & CHAIRS AND THEIR LOCATIONS AND OTHER SPECIAL EQUIPMENT LOCATIONS.

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