

Name of Event _____

Reserved Room(s) _____

Date of Event _____ **# of people** _____

Time of Event _____ to _____ Need extra set up time? _____ to _____

Presenter _____

Contact Person _____ **Phone #** _____

Special Tasks Needed

	Assigned to	Operator
___ Church AV DVD or powerpoint	_____	_____
___ GA AV DVD or powerpoint	_____	_____
___ Recording Event? (Media Release form?)	_____	_____
___ Portable Projector (Need portable screen?)	_____	_____
___ Advertising	_____	_____
___ web ___ bulletin ___ church stands ___ newsletter ___ other		

___ Doors to be unlocked by computer

Standard Door Time—15 minutes prior to event start time and 15 minutes after scheduled event start time

Nonstandard Door Time _____ to _____

- | | | | |
|-------------------|---------|-----------------|-------------------------|
| ___ Parish Office | ___ GA | ___ Main School | ___ Cafeteria |
| ___ Elevator | ___ FAC | ___ East School | ___ School Gym (inside) |

Pre—Set Up Materials Needed

If this is a task assigned to someone please note that and the date the material is needed.

- | | | | |
|--|-------------------|-------------|-----------------|
| ___ Event Registration Sign Up Form (for the front office) | | | |
| ___ Whiteboard | | | |
| ___ Microphone (portable or stand) | | | |
| ___ Laptop Computer | | | |
| ___ Purchase Order | ___ Check Request | ___ Cash | ___ Childcare |
| ___ Invitations | ___ Food | ___ Drink | ___ Decorations |
| ___ Paper | ___ Markers | ___ Pencils | ___ Cashbox |

Special Set Up—If special set up please diagram to the side or on the back if needed.

- ___ Regular Set Up
- ___ Round Tables # _____
- ___ Long Tables # _____ 6ft _____ 8ft
- ___ Chairs # _____

Additional Information

Volunteers are VIRTUS trained/BKGR checked **Y** **N** **Unknown**

Funded by _____

___ **Clean Up Plan?**

Office Use ___ Glenn ___ Mary Jo ___ Master Calendar