

# St. Joan of Arc Multipurpose Room Setup Form

Event Date: \_\_\_\_\_ Setup time: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Do you require the usage of:

Kitchen Yes / No

Podium Yes / No

Microphone Yes / No

TV Yes / No

Projector / Screen Yes / No

Tablecloths Number needed \_\_\_\_\_

Table linens will be provided as well as coffee, tea and paper products.

**NO PLASTIC TABLE CLOTHS ARE TO BE USED.**

**If you are not using Marchiori Catering you must list the food items you will be bringing in and where you will be obtaining them.**

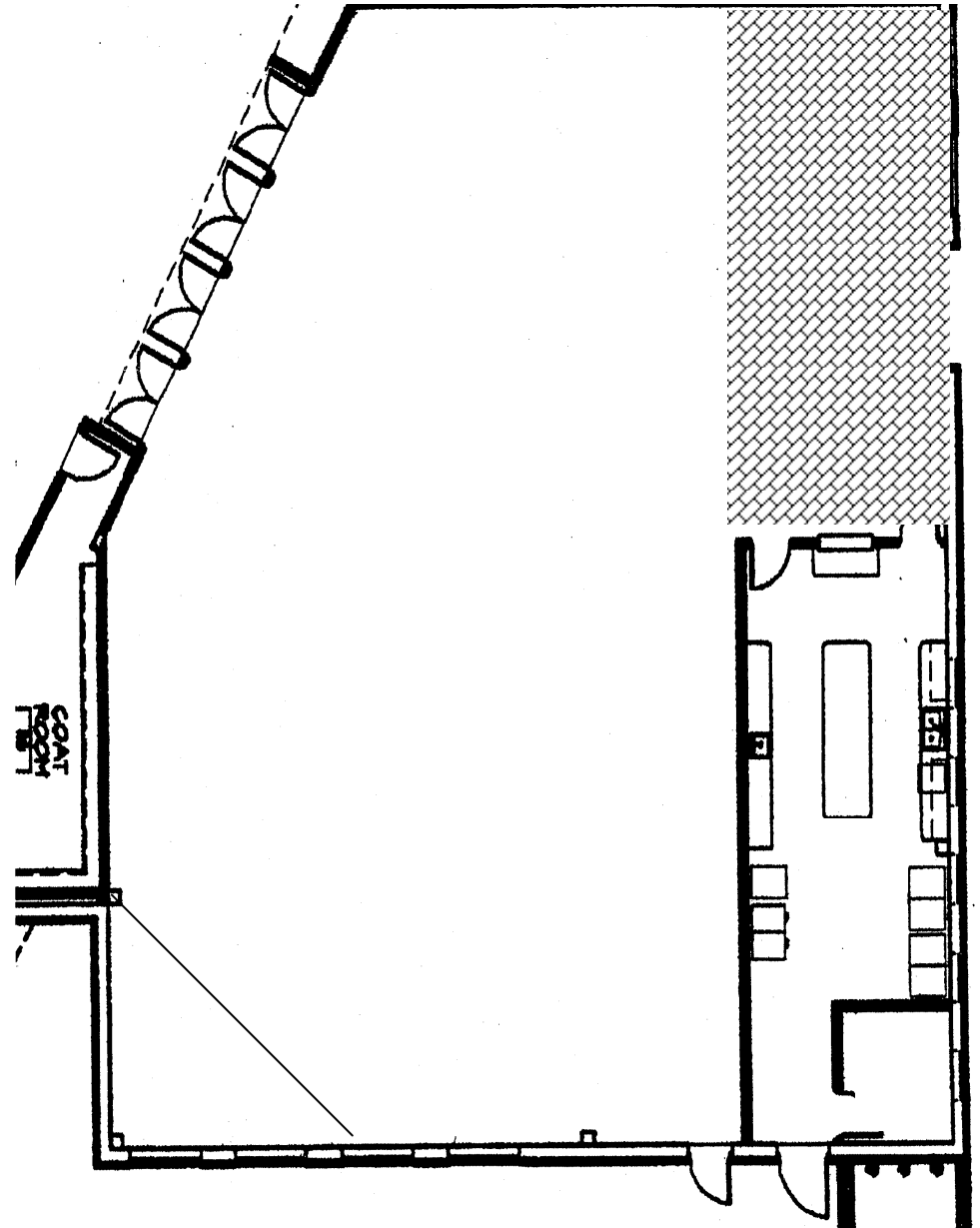
---

---

---

---

If you have special instructions please use the back side of this form



Please specify in room layout the number of tables & chairs needed and where you would like them placed