

Holy Spirit Event Set-Up Requisition

Sponsoring Organization: _____ Event Title: _____

Contact Person: _____ Cell: _____ Email: _____

Facility Space and/or Room Requested: _____ MM/DD/YYYY _____

Event Start Time: _____ Event End Time: _____ Start Setup Time: _____ End clean-up: _____

Person(s) Responsible for closing up at end of the event: _____ Cell: _____

Accessories required and Quantity: _____ Folding Chairs _____ Other Chairs Specify _____

_____ Long Tables _____ Round Tables _____ Podium _____ Large Trash cans

_____ Screen _____ TV _____ Microphones _____ Extension Cord Addition Requests: _____

_____ Warming Oven NOTE: We do not have the staff to provide coffee service for ministry meetings.

Draw in the space provided below, a spatial layout using benchmarks within the room requesting set-up.

Please submit this form to Robbie Parnell, Facilities Manager, 10 days prior to the event by sending a scan or picture to rparnell@holyspiritflames.org or fax to 703-978-9671 or mail to: Cheryl Brillhart, Holy Spirit Catholic Church, 5121 Woodland Way Annandale, VA 22003.