

Mary Queen of Heaven Schedule of Events Calendar 2017-2018

Revised 04/26/2017

Organization _____
 Contact Person _____
 E-mail _____
 Daytime Phone _____
 Cell Phone _____
 Evening Phone _____

OFFICE USE ONLY: Date Submitted _____	
Date Entered _____	Date Confirmed _____

Please return this form to the Parish Office by May 31, 2017.

Scheduling priority will be given to Religious Ed., then space will be assigned on a first-come, first served basis. If a conflict occurs, we will contact you.

Please contact the Office at 630-279-5700, Fax 630-279-4667 or by e-mail at facilities@maryqueen.org if you have questions. This form can be found on our web site.

Other/future requests must be submitted using this form and set-up forms. **DO NOT CALL IN A REQUEST.** Come in to fill out a form.

Set-up Forms are available in the Parish Office and on the Parish website at www.maryqueen.org/calendar/calendar.html.

Person requesting space, if not the Contact Person _____
 Cell # _____ Phone # _____ Email _____

**All EVENTS needing a set-up MUST submit a SET-UP FORM at least TWO WEEKS in advance.
 OR
 DO IT NOW an even BETTER CHOICE**

Reoccurring meeting dates: (check below) Start Time _____ End Time _____
 Location _____
 Set Up Time _____ Clean-up/Finished Time _____

INTERVAL	WEEK OF MONTH	DAY OF WEEK	MONTHS	
() Weekly	() 1 st	() Sunday	() All	() July
() Monthly	() 2 nd	() Monday	() January	() August
	() 3 rd	() Tuesday	() February	() September
	() 4 th	() Wednesday	() March	() October
		() Thursday	() April	() November
		() Friday	() May	() December
		() Saturday	() June	

Single Event/Meeting A SET-UP FORM must be submitted at least two weeks in advance.

Date	Event #1	# of Attendees	Set/up minutes	Start Time	End Time	Clean minutes	Space Requested Church, Barrett Hall, Classroom _____, Social Hall, Other	Need Set-Up? Yes [] No []
Date	Event #2	# of Attendees	Set/up minutes	Start Time	End Time	Clean minutes	Space Requested Church, Barrett Hall, Classroom _____, Social Hall, Other	Need Set-Up? Yes [] No []
Date	Event #3	# of Attendees	Set/up minutes	Start Time	End Time	Clean minutes	Space Requested Church, Barrett Hall, Classroom _____, Social Hall, Other	Need Set-Up? Yes [] No []
Date	Event #4	# of Attendees	Set/up minutes	Start Time	End Time	Clean minutes	Space Requested Church, Barrett Hall, Classroom _____, Social Hall, Other	Need Set-Up? Yes [] No []

Set-Up Form

Office Use ONLY: Date submitted: _____ Date Sent to Company _____

Person requesting set-up _____ Page of

Cell # _____ Phone# _____ Email _____

Ministry _____

Date of Event _____ Time of Event _____ Set/up needed by: _____

Use this area to draw the placement of tables/chairs you are requesting. If you want 30 chairs or less use an "X" to indicate placement.

You need one set-up form for each room/area you are using.

<p>Room(s) Needed <i>Please circle</i></p> <p>Barrett Hall Barrett Hall Kitchen Social Hall Social Hall Kitchen School Rm # _____ Other: _____</p>	<p>Tables</p> <p>Lg. Round : How Many _____ Sm Round: How Many _____ Rectangle 6' : How Many _____ Rectangle 8' : How Many _____</p>	<p>Chairs</p> <p>How many? _____ Y N Auditorium Style Y N</p>	<p>Equipment Needs <i>Please circle</i></p> <ul style="list-style-type: none"> • Podium • Microphone Stand • Screen • TV • AUDIO/VISUAL CART <i>includes</i> LCD Projector VCR/DVD player Desk Top Computer System With Power Point Program Microphone: <i>Handheld</i>
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