

Mary Queen of Heaven
Schedule of Events Calendar 2016-2017

Revised 04/26/2016

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

Please return this form to the Parish Office by May 31, 2016.

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@marvqueen.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.marvqueen.org/calendar/calendar.html.

Organization _____

Contact Person _____

E-mail _____

Daytime Phone _____

Cell Phone _____

Evening Phone _____

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	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	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	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	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.

Room(s) Needed
Please circle

Barrett Hall _____
 Barrett Hall Kitchen _____
 Social Hall _____
 Social Hall Kitchen _____
 School Rm # _____
 Other: _____

Tables

Lg. Round : How Many _____
 Sm Round: How Many _____
 Rectangle 6' : How Many _____
 Rectangle 8' : How Many _____

Chairs

How many? _____ Y N
 Auditorium Style Y N

Equipment Needs
Please circle

- Podium
- Microphone Stand
- Screen
- TV
- AUDIO/VISUAL CART
includes
 - LCD Projector
 - VCR/DVD player
 - Desk Top Computer System
With Power Point Program
 - Microphone:
Handheld