

Mary Queen of Heaven Schedule of Events Calendar 2011-2012

Revised 06/14/2011

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

Please return this form to the Parish Office by July 1, 2011.

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

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 Time	Start Time	End Time	Clean/up Time	Space Requested (Church, Social Hall, Barrett Hall, Classroom, Conference Rm(max. 8), Common Rm, Other)	Need Set-Up?	
							Yes	No
Date	Event #2	Set/up Time	Start Time	End Time	Clean/up Time	Space Requested (Church, Social Hall, Barrett Hall, Classroom, Conference Rm(max. 8), Common Rm, Other)	Need Set-Up?	
							Yes	No
Date	Event #3	Set/up Time	Start Time	End Time	Clean/up Time	Space Requested (Church, Social Hall, Barrett Hall, Classroom, Conference Rm(max. 8), Common Rm, Other)	Need Set-Up?	
							Yes	No
Date	Event #4	Set/up Time	Start Time	End Time	Clean/up Time	Space Requested (Church, Social Hall, Barrett Hall, Classroom, Conference Rm(max. 8), Common Rm, Other)	Need Set-Up?	
							Yes	No

Set-Up Form

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

Conference Room (max. 8 people)
 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