

**Mary Queen of Heaven**  
**Schedule of Events Calendar 2010-2011**

Revised 09/13/10

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

**Please return this form to the Parish Office by July 1, 2010.**

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 Sister Marlene at 630-279-5700, Fax 630-279-4667 or by e-mail at [sistermarleneg@aol.com](mailto:sistermarleneg@aol.com) if you have questions.

Other/future requests must be submitted using this form and set-up forms. **DO NOT CALL IN A REQUEST.**

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 <sup>st</sup>	( ) Sunday	( ) All	( ) July
( ) Monthly	( ) 2 <sup>nd</sup>	( ) Monday	( ) January	( ) August
	( ) 3 <sup>rd</sup>	( ) Tuesday	( ) February	( ) September
	( ) 4 <sup>th</sup>	( ) 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.**

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