	Mary Queen of Heaven Schedule of Events Calendar 2009-2010						OFFICE USE ONLY: Date Submitted Date Entered Date Confirmed						
	evised 07/11/2009				Please return this form to the Parish Office by Aug. 1, 2009.								
0	rganization_					Scheduling priority will be given to Religious Ed., then space will be assigned on a first-come, first served basis. If a							
	ontact Person					conflict occurs, I will contact you.							
					Please contact Sister Marlene at 630-279-5700, Fax 630-279- 4667 or by e-mail at <u>sistermarleneg@aol.com</u> if you have								
D	aytime Phone					questions. Other/future requests must be submitted using this form and set-up forms. <u>DO NOT CALL IN A REQUEST</u> .							
С	ell Phone												
E	vening Phone				Set-up Forms are available in the Parish Office and on the Parish website								
P C	erson request ell #	ing space, if	not the Co Phone #	ntact Per	rson	Emai	l						
R	All EVENTS		DO IT	NOW an	OR even B	ETTER Cl t Time	End Ti	VEEKS i me					
						Location	l						
—	INTERVAL	WEEK		t Up Tim DA		Clea	n-up/Finished Ti	me NTHS					
(() Monthly	 () Monday () Tuesday () Wedness () Thursda () Friday () Saturday 			() January) February) March) April) May) June	February()SMarch()OApril()NMay()D		August Jeptember October Jovember December				
Si	ingle Event/M	leeting	AS	ET-UP F	ORM n	nust be sub	mitted at <u>least ty</u>	vo weeks	<u>in adv</u>	<u>vance</u> .			
Date	Event #1		Set/up Time	Start Time	End Time	l Clean/up e Time Space Requested (Church, Social Hall, Bar Hall, Mary's Gathering Space, Classroom, Confer Rm, Common Rm, Other		ll, Barrett ering Conference	Need	Set-Up			
									Yes	No			
Date	Event #2		Set/up Time	Start Time	End Time	Clean/u Time	(Church, Social Ha Hall, Mary's Gath Space, Classroom,	Space Requested (Church, Social Hall, Barrett Hall, Mary's Gathering Space, Classroom, Conference Rm, Common Rm, Other)		Need Set-Up3			
										No			
Date	Event #3		1		End Time	Clean/u Time	(Church, Social Ha Hall, Mary's Gath Space, Classroom,	Space Requested (Church, Social Hall, Barrett Hall, Mary's Gathering Space, Classroom, Conference Rm, Common Rm, Other)		Set-Up			
									Yes	No			
Date	e Event #4		Set/up Time	Start Time	End Time	Clean/u Time	(Church, Social Ha Hall, Mary's Gath Space, Classroom,	Space Requested (Church, Social Hall, Barrett Hall, Mary's Gathering Space, Classroom, Conference Rm, Common Rm, Other)		Need Set-Up?			
								,	Yes	No			

	426 N Wes Telephone 630	y Queen et Ave, Elmh 0-279-5700 Set-Up	urst IL 60 Fa)126-2128 X 630-279-	4667		
	Office Use ONLY	: Date submitted	d:	Date Sent	to Company_		8341279
Person requesting set-up	DI //					Page	of
Cell #	Phone#		· · · · · · · · · · · · · · · · · · ·				
Ministry Date of Event	Time of	of Event		_Set/up nee	eded 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 Mary's Gathering Space Barrett Hall Social Hall Kitchen School Rm #	Uther Tables Lg. Round : How Many	Sm Kound: How Many Rectangle : How Many Chairs	How many? Auditorium Style Y N	Equipment Needs <i>Please circle</i> Podium	I V Projector Screen VCR/DVD nlaver	Power Point Projector (must provide your own labtop) Microphone: Handheld	70
		2					