

2009 - 2010 Calendar Change Request Form

ST. JAMES THE APOSTLE PARISH | 480 S. PARK BLVD | GLEN ELLYN, IL 60137

FOR OFFICE USE ONLY:

DATE SUBMITTED _____

DATE COMPLETED _____ BY _____

This form is used to notify the parish office of events that are currently scheduled on the parish calendar, but require a change of date, time, facility, setup, etc. OR need to be cancelled. All changes must first be approved by the office before implementation.

Organization: _____ Event Name: _____

Original Date(s) Requested for Event: _____

Original Facility: _____

Original Start Time: _____ AM PM

Original End Time: _____ AM PM

Please Indicate All Changes Needed:

- Cancel the Event
- Change **Date(s)** to: _____
- Change **Start Time** to: _____
- Change **End Time** to: _____
- Change **Time Required for Setup** to: _____
- Change **Time Required for Cleanup** to: _____
- Change **Facility** to: _____
- Change **Event Name** to: _____
- Change **Organization** to: _____
- Other Changes Needed:** _____

Cancel the Keyword on Calendar Heading

Change **Setup** for:

We need setup for: St. James Hall 1 (holds 20+ people) St. James Hall 2 and/or 3 (holds up to 20 in each room)

Church Narthex Other (specify): _____

Number needed of:

- Round Tables: _____ (seat 8 people each—we have a total of 12)
- Rectangular Tables: ___ (8' x 30": seat 8 people each—we have a total of 22)
- Rectangular Tables: ___ (6' x 18": seat 3 people each—we have a total of 10)
- Chairs: _____ (we have a total inventory of 300)
- Card Tables: _____ (we have a total inventory of 10)

Additional items needed:

Podium Microphone TV/DVD Easel Projector* Coffeepots/Kitchen Items**

* Sign Out at Ministry Center/Return next day

**Refer to 2009-2010 Kitchen Guidelines

Please Indicate Setup Changes on Reverse »

Name: _____

E-mail: _____

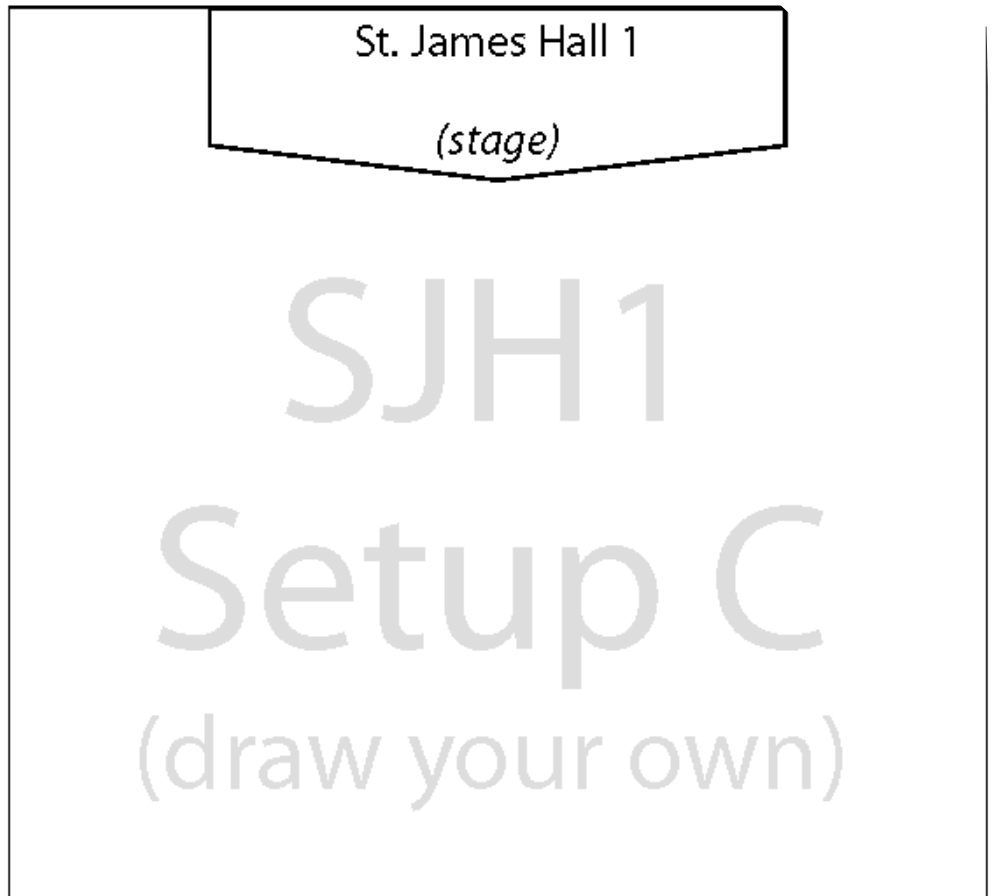
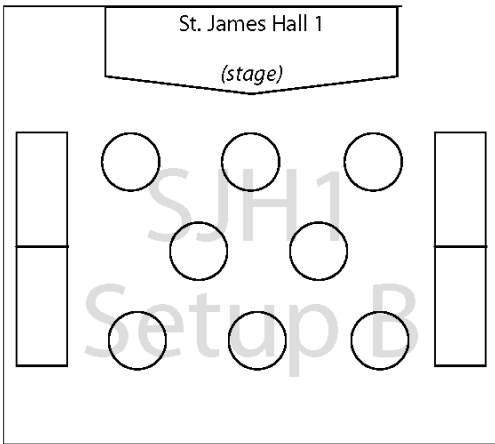
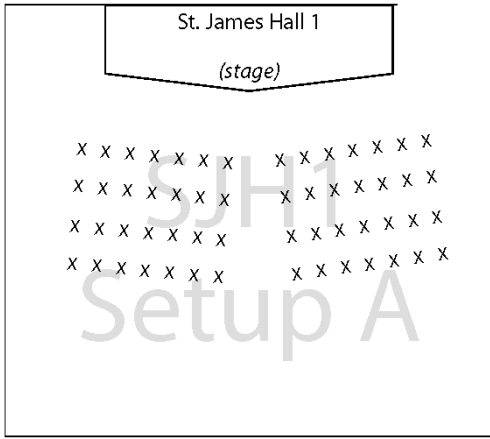
Daytime Phone: _____

Setups for St. James Hall 1 (Circle One):

A | Theatre

B | Hospitality

C | Draw Your Own



Setups for St. James Hall 2/3 (Circle One):

A | Undivided

B | Divided

C | Draw Your Own

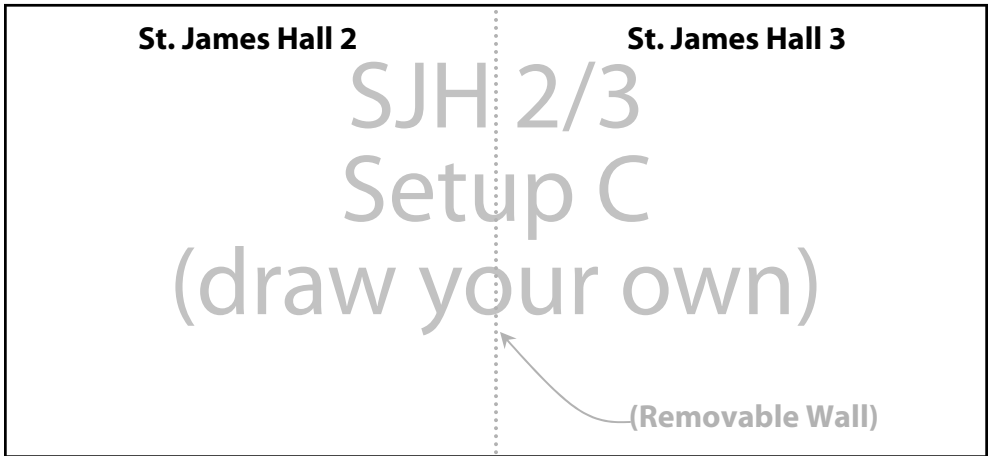
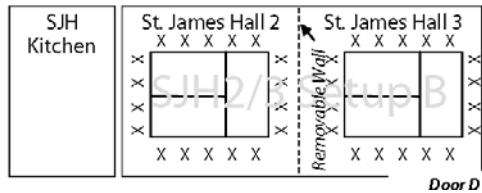
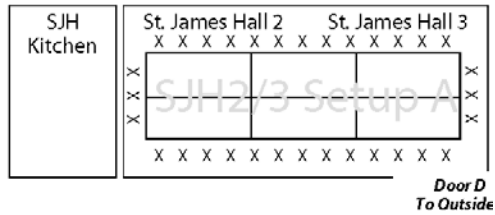
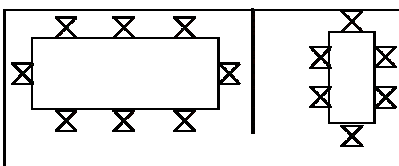
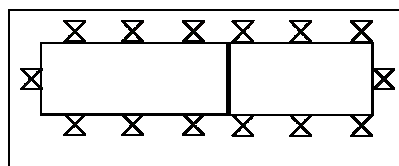


Diagram of Ministry Center Rooms:

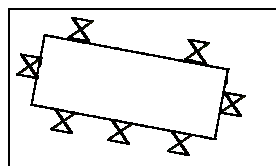
Permanent setups, but chairs may be moved within the room



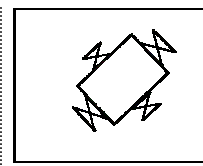
Dining Room/Kitchen
2 TABLES, 14 CHAIRS, TV/DVD
ACCESS TO SERVE COFFEE/FOOD
(4 FOLDING CHAIRS AVAILABLE)



Lower Level Conference Rm.
2 TABLES, 14 CHAIRS, TV/DVD,
ACCESS TO SERVE COFFEE
(6 STACKING CHAIRS AVAILABLE)



Upper Level Conference Room
1 TABLE, 7 CHAIRS, TV/DVD
(2 EXTRA CHAIRS AVAILABLE)



Main Level Conference Room
1 TABLE, 4 CHAIRS
(2 EXTRA CHAIRS AVAILABLE)