

2009 - 2010 Setup Follow-up Form

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

FOR OFFICE USE ONLY:

DATE COMPLETED _____ BY _____

Organization: _____ **Event Name:** _____

Date(s) of Event: _____ **What facility do you need setup for:** _____

- 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:

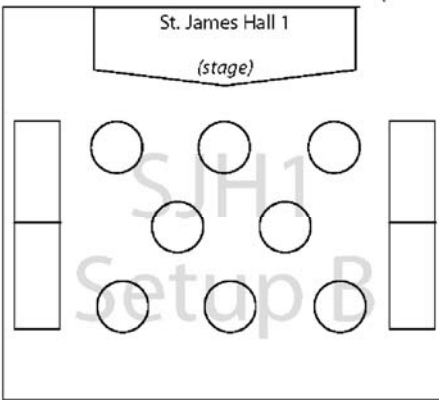
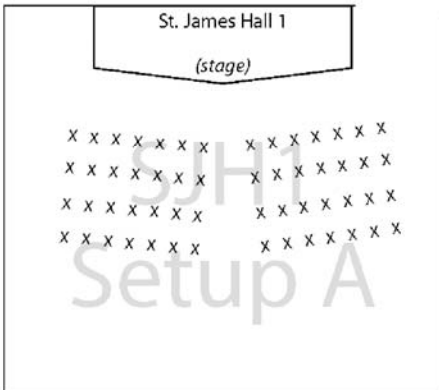
- Podium
- Microphone
- TV/DVD
- Easel
- Projector*
- Coffeepots/Kitchen Items**
- Other (specify): _____ * Sign Out at Ministry Center/Return next day **Refer to 2009-2010 Kitchen Guidelines

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

