

Office Use: Received \_\_\_\_\_ To Maintenance \_\_\_\_\_

**Layout for the East Campus Family Center**  
Room Capacity – 320, Microphone Hook-up

**Must be** in the Parish Center Office seven (7) days before event. Fax to: 419-882-5235.

DATE \_\_\_\_\_ EVENT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL, ETC. \_\_\_\_\_

No. of Chairs \_\_\_\_\_ No. of Lg. Tables \_\_\_\_\_ No. of Round Tables \_\_\_\_\_  
Coffee Set Up: Yes \_\_\_\_\_ Coffee, Cups, Stirrs, Cream, Sugar/Sweetner No \_\_\_\_\_

Lg. Plates \_\_\_\_\_ Sm. Plates \_\_\_\_\_ Napkins \_\_\_\_\_ Plasticware \_\_\_\_\_  
Soup/Salad Bowls \_\_\_\_\_ Salt/Pepper \_\_\_\_\_ Placemats \_\_\_\_\_ Cover Lg. Tables \_\_\_\_\_  
Other: \_\_\_\_\_

**Please Draw Your Layout in the Area Below**

