

Office Use:

Received \_\_\_\_\_

To John \_\_\_\_\_

### LAYOUT FOR THE MEETING ROOM

MUST BE IN THE Parish Center Office ten (10) days before!  
St. Joseph Church Fax # 882-5235

MEETING ROOM accomodates 70-75 with the round tables, 100 with chairs only. No microphone connection.

DATE \_\_\_\_\_ ACTIVITY \_\_\_\_\_

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

Needs: podium \_\_\_\_\_ projection screen \_\_\_\_\_ overhead projector \_\_\_\_\_ Other \_\_\_\_\_

Long Tables # \_\_\_\_\_ Round Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Card Tables # \_\_\_\_\_ Other \_\_\_\_\_

**PLEASE DRAW YOUR LAYOUT IN THE AREA BELOW**

