

Office Use: Received:

Maintenance

Jerry

**Layout for the East Campus Family Center**

Room Capacity—320, Microphone Hook-up, Wifi Capable

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

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

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

EMAIL \_\_\_\_\_ SCREEN \_\_\_\_\_ PROJECTOR \_\_\_\_\_

No. of Chairs \_\_\_\_\_ No. of Lg. Tables \_\_\_\_\_ No. of Round Tables \_\_\_\_\_

Coffee set up: Yes No Coffee Cups Stirrs Cream Sugar/Sweetener Tea  
\*\*list quantity of items below\*\*

Lg. Plates \_\_\_\_\_ Small Plates \_\_\_\_\_ Napkins \_\_\_\_\_ Plasticware \_\_\_\_\_

Soup/Salad Bowls \_\_\_\_\_ Salt/Pepper \_\_\_\_\_ Placemats \_\_\_\_\_ Cover Lg. Tables? Yes/No

Other: \_\_\_\_\_

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

