

LAYOUT FOR THE STRAUB ROOM (East Campus #1)

Office Use:

Received: _____

To Maintenance: _____

To Jerry D: _____

MUST BE IN Parish Office TEN (10) days before event! FAX 4198-882-5235 OR EMAIL TO bthomas@stjoesylvania.org AND ksoldner@stjoesylvanania.org

STRAUB Room accommodates 25. No microphone connection.

Date: _____ **EVENT:** _____

Contact Person and Ministry _____

EMAIL _____ **Phone**

No. of Chairs _____ No. of Tables _____ Table Coverings Circle: Yes No
Coffee Set up Circle: Yes / No No. of Cups, Stirrs, Cream, Sugar _____
Large Plates _____ Small Plates _____ Napkins _____
Plasticware _____
Other: _____

PLEASE DRAW YOUR LAYOUT IN THE AREA BELOW (28 ft by 45ft)

North

(South)