

LAYOUT FOR THE HEINTSCHEL ROOM (East Campus #3)

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@stjoesylvania.org

HEINTSCHEL Room accommodates 25. No microphone connection.

Date: _____ **EVENT:** _____

Contact Person and Ministry _____

EMAIL _____ **Phone #** _____

Needs: Podium _____ Screen _____ Projector _____ Other: _____

No. of Chairs _____ No. of Tables _____ Table Coverings Circle: Yes No

Coffee Set up Circle: Yes / No No. of Cups, Stirs, Cream, Sugar _____

Large Plates _____ Small Plates _____ Napkins _____ Plasticware _____

Other: _____

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

North

Folding Divider

(South)