

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

