

LAYOUT FOR THE HOFFMAN ROOM (West Campus)

Office Use:

Received: _____
To _____ **Maintenance:** _____
To Jerry D: _____

MUST BE IN Parish Office TEN (10) days before event!

Fax 419-882-5235 or email to scheduling@stjoesyvalonia.org

Hoffman Room accommodates 70-75 with the round tables, 100 with chairs only. No microphone connection.

Date: _____ **Event:** _____

Contact Person and Ministry _____

Email: _____ **Phone#** _____

Needs: Podium _____ Screen _____ Projector _____ Other: _____

Long Tables _____ Round Tables # _____ Chairs # _____ Other _____

Coffee set up: Yes / No Number of cups, stirrers, creamer, sugar _____

Large Plates _____ Small Plates _____ Napkins _____ Plasticware _____

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

North Wall (towards Michigan)

(South Wall)