

Office Use:

Received _____

Maintenance _____

Jerry _____

Layout for the East Campus Media Center

Room Capacity – 75, No Microphone Hook-up

Must be in the Parish Center Office seven (7) days before event. Fax to: 419-882-5235.

DATE _____ EVENT _____

CONTACT PERSON _____ PHONE _____

EMAIL, ETC. _____

No. of Chairs _____ No. of Tables _____ Table Covering: Yes _____ No _____

Coffee Set Up: Yes _____ Coffee, Cups, Stirrs, Cream, Sugar/Sweetner No _____

Lg. Plates _____ Sm. Plates _____ Napkins _____ Plasticware _____

Other: _____

Please Draw Your Layout in the Area Below

