

ST. PHILIP THE APOSTLE PARISH
1233 W. Holtz Avenue in Addison, IL 60101
Phone #: 630 543-1754 Fax #: 630 543-4672

SET-UP FORM

Person requesting set-up: _____ Ministry/Organization _____

Cell #: _____ Phone #: _____ E-mail: _____

Date of Event: _____ Time of Event: _____ Set-up needed by: _____

Use this area —>
to draw the
placement of
tables/chairs you
are requesting.
If you want 30
chairs or less use
an "X" to indicate
placement.

You will need one
set-up form for
each room/area
you are using.

Check rooms needed (1) or (2) indicates which floor	# of tables	# of chairs	Check equipment needed
<input type="checkbox"/> Church (1)	<input type="checkbox"/> 5' Round Tables (12 available)	<input type="checkbox"/> # of Chairs Auditorium style? Y or N	<input type="checkbox"/> Podium
<input type="checkbox"/> Meeting Room 1 (1)	<input type="checkbox"/> 6' Rectangles (16 available)		<input type="checkbox"/> Microphone Stand
<input type="checkbox"/> Meeting Room 2 (2)	<input type="checkbox"/> 8' Rectangles (20 available)		<input type="checkbox"/> Screen
<input type="checkbox"/> Gym (1)	<input type="checkbox"/> 12' Rectangles (12 available)		<input type="checkbox"/> TV
<input type="checkbox"/> Music Room (2)			<input type="checkbox"/> SmartBoard
<input type="checkbox"/> Kitchen (1)			<input type="checkbox"/> VCR/DVD Player
<input type="checkbox"/> Library (2)			<input type="checkbox"/> Computer with Powerpoint
<input type="checkbox"/> Faculty Room (2)			<input type="checkbox"/> Handheld Microphone
<input type="checkbox"/> Narthex (1)			<input type="checkbox"/> Other _____

Other needs: _____