



Saint Alphonsus Liguori Parish Room **Set Up** Request

For use **after** room has been confirmed as reserved

Title of Meeting: _____

Room(s) to Setup (Circle): Mtg. Room: A B C Lunchroom Burke Hall Gym

Meeting Date(s): _____

Start & End Times: _____

Number of People Attending: _____

Contact Person(s): _____

Phone(s): _____

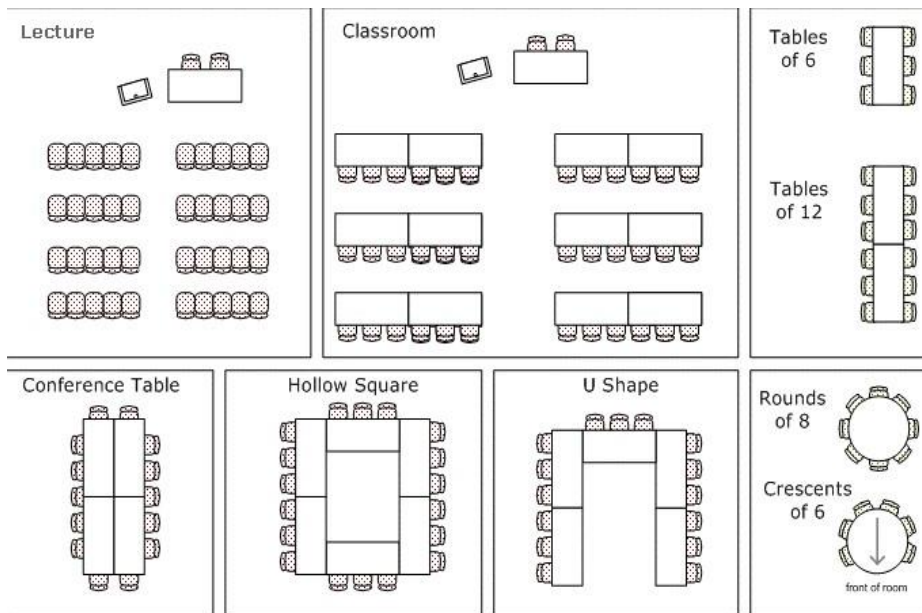
Mark if Needed for meeting (if available): Laptop Projector: _____ DVD: _____ Microphone: _____

Add'l. Notes: (Buffet Tables in Room, Snack Tables, Coffee pot, Registration Table) use other side if necessary

- **Please note - Tables are 6 ft length x 1 ft wide**

EMPTY ROOM

DESIRED ROOM SETUP – PLEASE CIRCLE YOUR CHOICE
OR CIRCLE TO LEAVE THE ROOM EMPTY



MEETING ROOMS OCCUPANCY
A, B, C
WITH TABLES: **40 EACH**
WITHOUT TABLES: **87 EACH**
LUNCHROOM: **181**
BURKE HALL: Call rectory
RECTORY CONFERENCE ROOM: **14**

- Return to: Rich Miceli or Wendy Mattison: 24-48 hours in advance of meeting date and time
- Room set up may differ due to needs and availability