



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

<p>Lecture</p>	<p>Classroom</p>	<p>Tables of 6</p> <p>Tables of 12</p>	<p>MEETING ROOMS OCCUPANCY A, B, C WITH TABLES: 40 EACH WITHOUT TABLES: 87 EACH LUNCHROOM: 181 BURKE HALL: Call rectory RECTORY CONFERENCE ROOM: 14</p>
<p>Conference Table</p>	<p>Hollow Square</p>	<p>U Shape</p>	<p>Rounds of 8</p> <p>Crescents of 6</p> <p>front of room</p>

- 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