

2017.2018 Calendar Change Request Form

ST. JAMES THE APOSTLE PARISH | 480 S. PARK BLVD | GLEN ELLYN, IL 60137

FOR OFFICE USE ONLY:

DATE COMPLETED _____ BY _____

This form is used to notify the parish office of events that are currently scheduled on the parish calendar, but require a change of date, time, facility, setup, etc. OR need to be cancelled. All changes must first be approved by the office before implementation.

Organization: _____ Event Name: _____

Original Date(s) Requested for Event: _____

Original Facility: _____

Original Start Time: _____ AM PM

Original End Time: _____ AM PM

Please Indicate All Changes Needed:

- Cancel the Event
- Change **Date(s)** to: _____
- Change **Start Time** to: _____
- Change **End Time** to: _____
- Change **Time Required for Setup** to: _____
- Change **Time Required for Cleanup** to: _____
- Change **Facility** to: _____
- Change **Event Name** to: _____
- Change **Organization** to: _____
- Other Changes Needed:** _____

Change **Setup** for: St. James Hall 1 (*holds 20+ people*) St. James Hall 2 and/or 3 (*holds up to 20 in each room*)

Church Narthex Other (*specify*): _____

Number needed of:

Round Tables: _____ (*seat 8 people each—we have a total of 16*)

Rectangular Tables: ___ (8' x 30": *seat 8 people each—we have a total of 23*)

Rectangular Tables: ___ (6' x 18": *seat 3 people each—we have a total of 8*)

Chairs: _____ (*we have a total inventory of 342; 257 (SJH1); 73 (SJH2/3); 12 mismatched*)

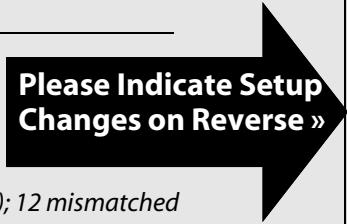
White Fundraising Table: _____ Highboy Tables: _____ (*24" round—we have a total of 10*)

Additional items needed:

___ Room Key* ___ Podium ___ Microphone ___ TV/DVD ___ Easel (*including in Narthex*)

___ Projector* ___ Room Dividers ___ Coffeepots/Kitchen Items** Other: _____

* Sign Out at Ministry Center/Return next day **Refer to 2015-2016 Kitchen Guidelines



Name: _____

E-mail: _____

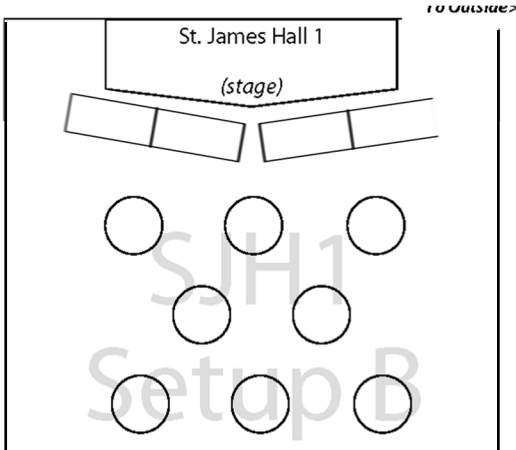
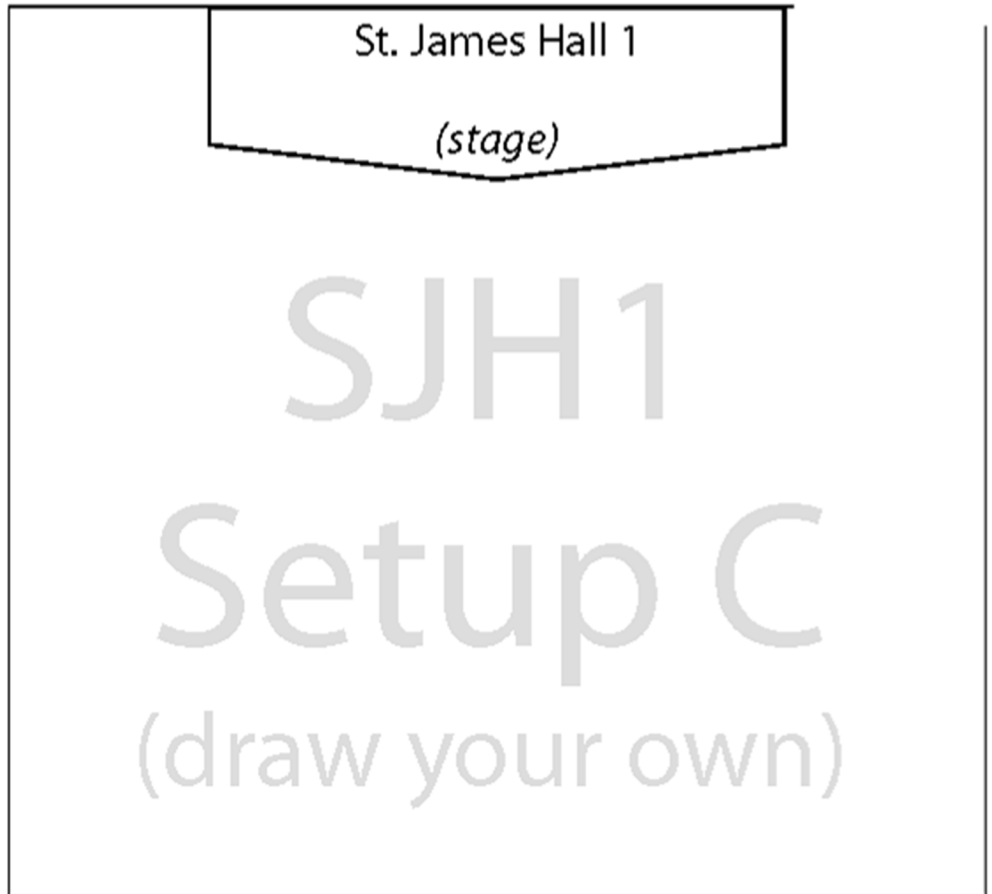
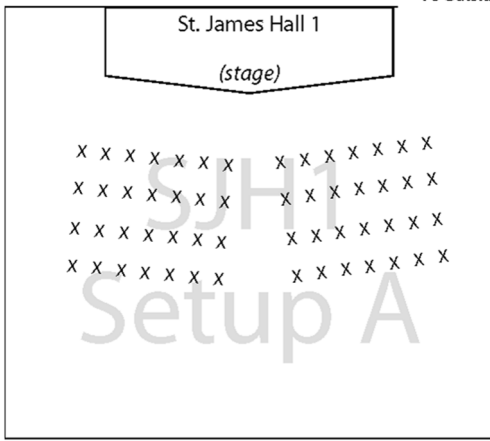
Daytime Phone: _____

Setups for St. James Hall 1 (Circle One):

A | Theatre

B | Hospitality

C | Draw Your Own



Setups for St. James Hall 2/3 (Circle One):

A | Undivided

B | Divided

C | Draw Your Own

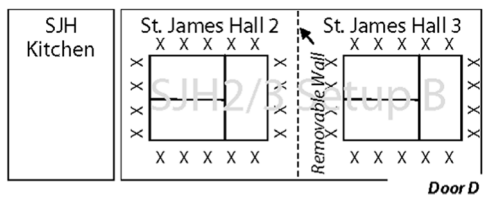
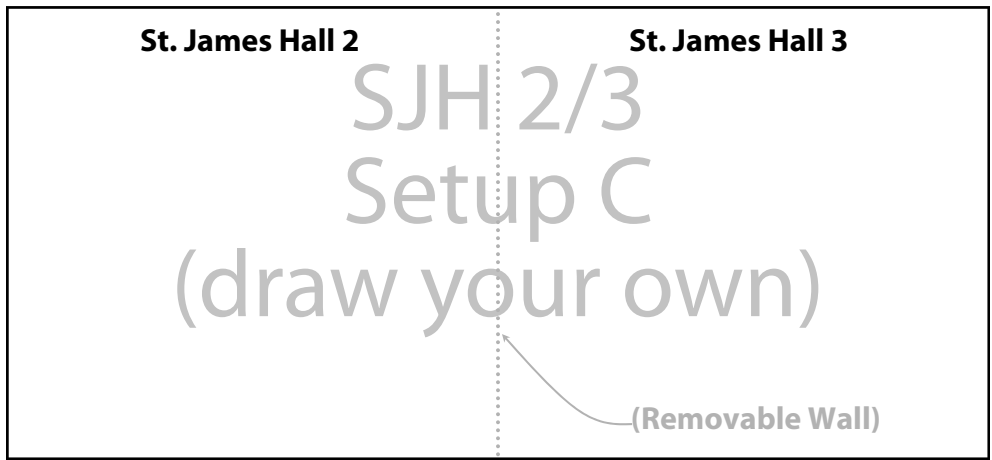
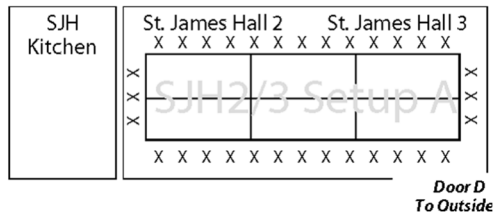
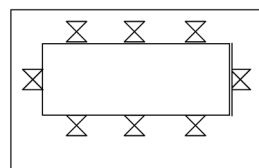
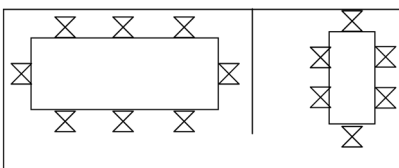


Diagram of Ministry Center Rooms:

Permanent setups, but chairs may be moved within the room



Dining Room/Kitchen
 2 TABLES, 14 CHAIRS, TV/DVD
 ACCESS TO SERVE COFFEE/FOOD
 (4 FOLDING CHAIRS AVAILABLE)

Main Level Conference Rm.
 1 TABLE, 8 CHAIRS, TV/DVD
 (2 EXTRA CHAIRS AVAILABLE)