

2017.2018 Setup Follow-up Form

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

FOR OFFICE USE ONLY:

DATE COMPLETED _____ BY _____

Organization: _____ Event Name: _____

Date(s) of Event: _____ What facility do you need setup for*: _____

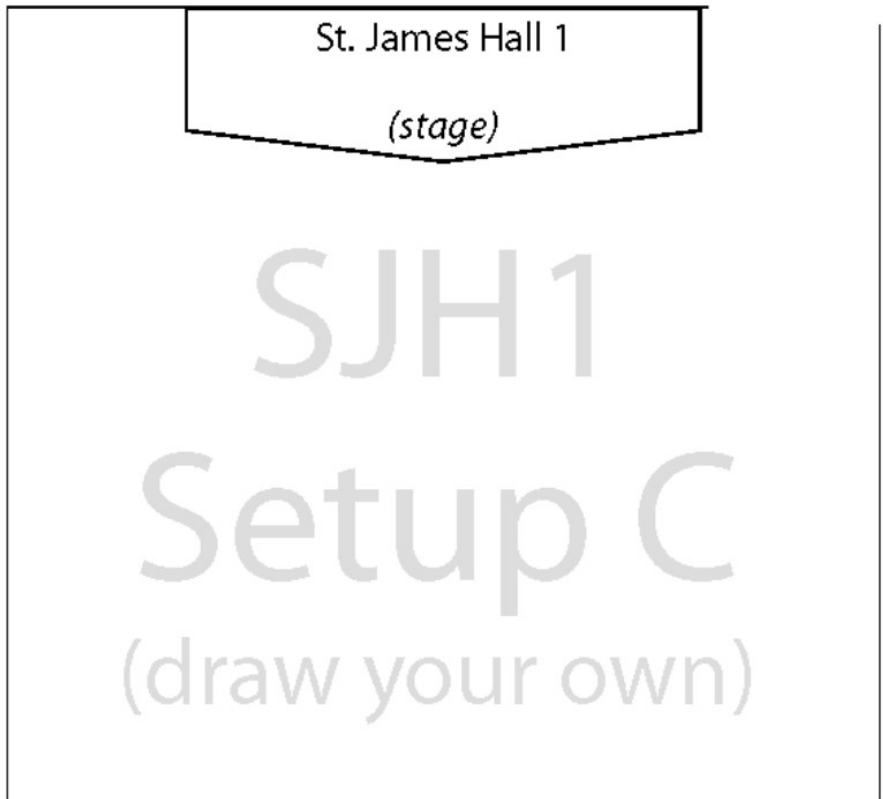
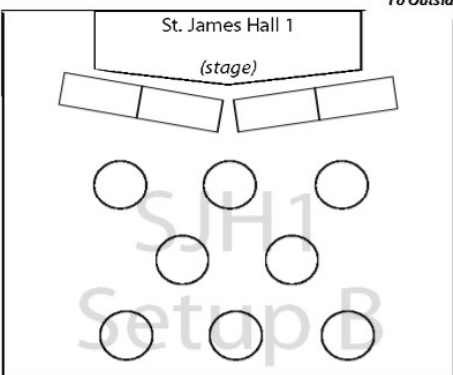
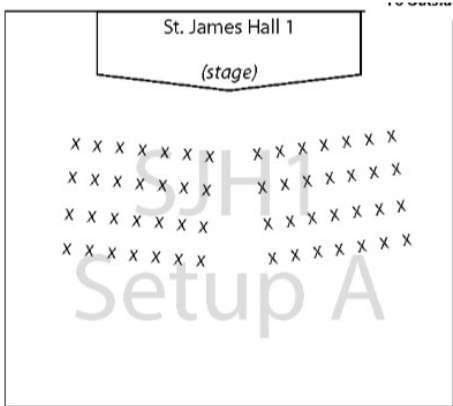
- Number needed of:
- Round Tables: _____ (seat 8 people each—we have a total of 16)
 - Rectangular Tables: _____ (8' x 30": seat 8 people each—we have a total of 23)
 - Rectangular Tables: _____ (6' x 18": seat 3 people each—we have a total of 8)
 - Lunch Tables: _____ (seat 16 people each—we have a total of 10)
 - Chairs: _____ (we have a total inventory of 342 for SJH1, 73 for SJH2/3; 12 mismatched)
 - Highboy Tables: _____ (24" round—we have a total inventory of 10) Card Tables: _____

**If setup is needed for a facility other than St. James Hall 1, 2, or 3, please draw setup on back of this form▶*

- Other items needed:
- Room Key* Podium Microphone TV/DVD Room Divider(s) _____
 - Easel Projector* Coffeepots/Kitchen Items** **Refer to 2017-2018 Kitchen Guidelines
 - Other (specify): _____ * Sign Out at Ministry Center/Return next day

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

Default Setup —OR— 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

