

# Christ the King Parish Facilities Setup

Function \_\_\_\_\_

Room \_\_\_\_\_

Date \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person's Phone \_\_\_\_\_

Diagram of Room (Please draw)

Equipment Needed:

Podium \_\_\_\_\_ Overhead \_\_\_\_\_ TV/VCR/DVD \_\_\_\_\_ White Board \_\_\_\_\_

Other \_\_\_\_\_

Paper Goods Needed: \_\_\_\_\_

Linens Needed: \_\_\_\_\_

**NOTE: Please turn into Bryan one week in advance of the event.**