

# Church of St. Genevieve Room Set-Up

Group \_\_\_\_\_

Event \_\_\_\_\_ date of event: \_\_\_\_\_

Group Contact: \_\_\_\_\_

phone: \_\_\_\_\_ email: \_\_\_\_\_

When do you need set-up completed? date \_\_\_\_\_ time \_\_\_\_\_

which space?      \_\_\_\_\_ PCC Hospitality Hall  
                          \_\_\_\_\_ PCC Worship space  
                          \_\_\_\_\_ PCC Gathering space (between Hall and worship space)  
                          \_\_\_\_\_ Fortin Hall (St. John's)

Please sketch how you would like tables and chairs set up using doors and windows as reference. Attach separate sheet(s) of paper if requesting more than one space to be used.

Special notes for set-up team?

---

Please return this to the parish office one week before the event set up is to be completed.