

Work Order

IMPORTANT: All orders must be received no less than 30 days prior to the event.

Return this form to the receptionist in the Rectory.

OFFICE USE ONLY

<input type="checkbox"/>	Building Services
<input type="checkbox"/>	Audio Technology
<input type="checkbox"/>	Technology
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____

Date Submitted: _____

Phone: _____

Ministry/Contact Name: _____

Email Address: _____

Event Name: _____

Number attending: _____

Location/Room: _____

Event Day: S M T W T F S (Circle One) Event Date: _____ Event Time: _____

Set-up Time: _____ Take-down Time: _____

Building Services

- ☐ **Tables**
- ☐ # of Round: _____
- ☐ # of 8-foot Rectangular: _____

☐ **Chairs** (How Many) _____

- ☐ **Podium**
- ☐ **Other** _____
- ☐ **Other** _____

Audio Technology

- ☐ **Equipment**
- ☐ Extension Cords (How Many) _____
- ☐ Microphones
- ☐ # of **CORDED**: _____
- ☐ # of **HEADSET**: _____
- ☐ # of **HANDHELD CORDLESS**: _____

- ☐ Projection Screen
- ☐ TV (any space)
- ☐ TV/VCR; (any space) DVD Player; (any space)
- ☐ Flip Chart
- ☐ WiFi Access

Technology

- ☐ Laptop
- ☐ Cables; USB/ Video/Speaker Out (Circle)
- ☐ Internet Connection
- ☐ Software Required: _____
- ☐ Audio Connection to Sound System (Available **only** in Church, Gym and Annex)
- ☐ Wireless Access to the Internet
- ☐ Other _____
- ☐ Other _____

Notes: _____

Please diagram your set-up and provide any additional notes on the back →

Diagram for your setup, if needed

Room Locations:

Church Locations:

*Church, Cafeteria, Gym, Annex A,& D

Questions? Call Susan Harmon 219-872-9196 or
email Susanh@qas.org

*This space **MUST** be approved through Susan Harmon our Parish Secretary 219-872-9196 or Susanh@qas.org