

St. Mary's Event/Program Setup Request Form

In order to best serve our community, we need at least one week's notice to plan for and set up special events and programs.

Please complete this form and return it to **Dorothy Skirzenski** in the parish office or submit it via email to **admin@smcportsmouth.org**.

Date of application: _____

Person/contact for event: _____

Phone: _____

Email: _____

Is this a St. Mary's Church-related event? Yes or No (please circle)

If you answered no, please fill out the facility use agreement form for the date of your event.

Event title or description: _____

Date of Event: _____ Time of Event: _____ Date of Set-up: _____

Time of Set-up: _____

Room/space requested: _____

If not available, alternate room space? _____

Number of people who will be present: _____

In an effort to accommodate your needs for tables and chairs, please complete the following:

Tables required: 6' _____ 8' _____ card tables _____

Chairs required: _____

On the back of this form please describe in detail how you would like tables/chairs set up.

If possible, please draw the layout of the tables, chairs and equipment.

What other equipment do you require? A/V, extension cords, speakers, microphones, coffee pot, mugs, etc.

Date and time requested by: _____

Received by Sexton: Date/Time: _____

When completed: add form to Program/Set up Request binder in the front office.

Requests MUST be submitted to the church office a minimum of one (1) week in advance to ensure availability of space and equipment requested.