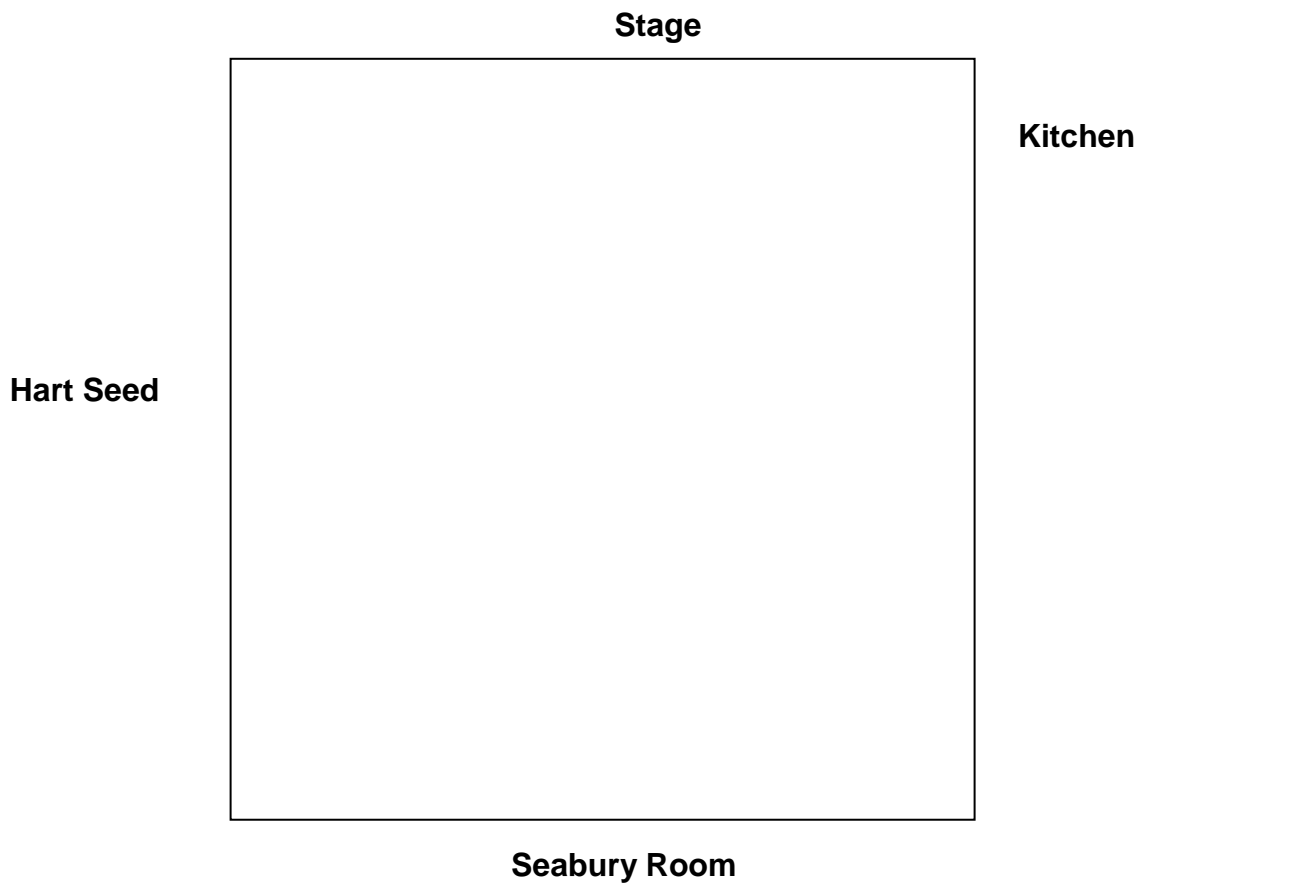


Parish – Episcopal Church Special Event Schematic



Event Description: _____ Event Date: _____

Event Contact: _____ Phone Number: _____

Please check all items necessary for event: (Trinity Parish DOES NOT provide table covers)

Flip Chart _____ Easel _____ Podium _____ Microphone: _____

Number of Tables: _____ Number Chairs per Table: _____
(maximum 10 tables) (maximum 10 per table)

What size tables? (8', 10', card table)

Clean up crew contact: _____ Phone Number: _____

Special Instructions:

Please use the schematic to indicate table placement and return this form to the office AT LEAST FOUR DAYS prior to your event. Thank you.