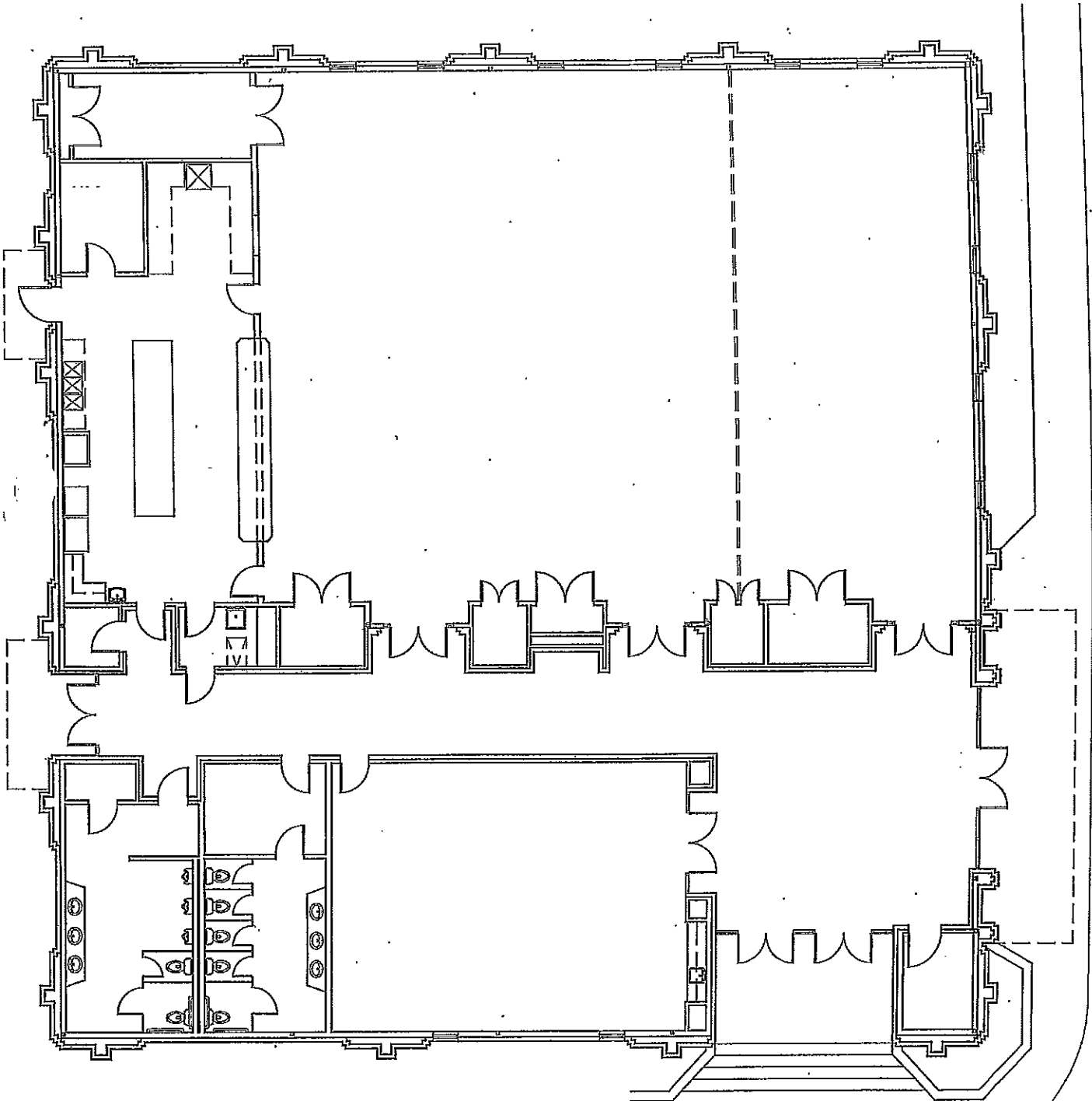


CATHEDRAL OF IMMACULATE CONCEPTION
CATHEDRAL CENTER FLOOR PLAN

FILL OUT

→ Back



Date submitted: _____

Date of event: _____

Event Name: _____

Submitted by: _____ Phone Number: _____

Date(s) of Event: _____ Event begins at: _____ Ends at: _____

Occurrences: One Time Weekly Monthly Day of Week:

Room scheduled: _____ Have room ready by: _____

Items needed (indicate number)

Tables: 8 ft: _____ Round: _____ Chairs: _____

Other Notes: Media: _____

LEAD CAREFULLY!

PLEASE MAKE SURE EVERY PART IS FILLED OUT ACCURATELY. THIS FORM IS NEEDED AT LEAST 1 WEEK BEFORE EVENT. IF FORM IS NOT RETURNED IN A TIMELY MANNER, THE NORMAL CATHEDRAL CENTER LAYOUT WILL BE SET UP. THE NORMAL SET UP IS 12 ROUND TABLES WITH 8 CHAIRS PER TABLE IN ROOM 1, 8 ROUND TABLES & 8 CHAIRS PER TABLE IN ROOM 2, & 8 6FT. TABLES AND 6-8 CHAIRS PER TABLE IN ROOM 3. THANK YOU FOR YOUR COOPERATION.