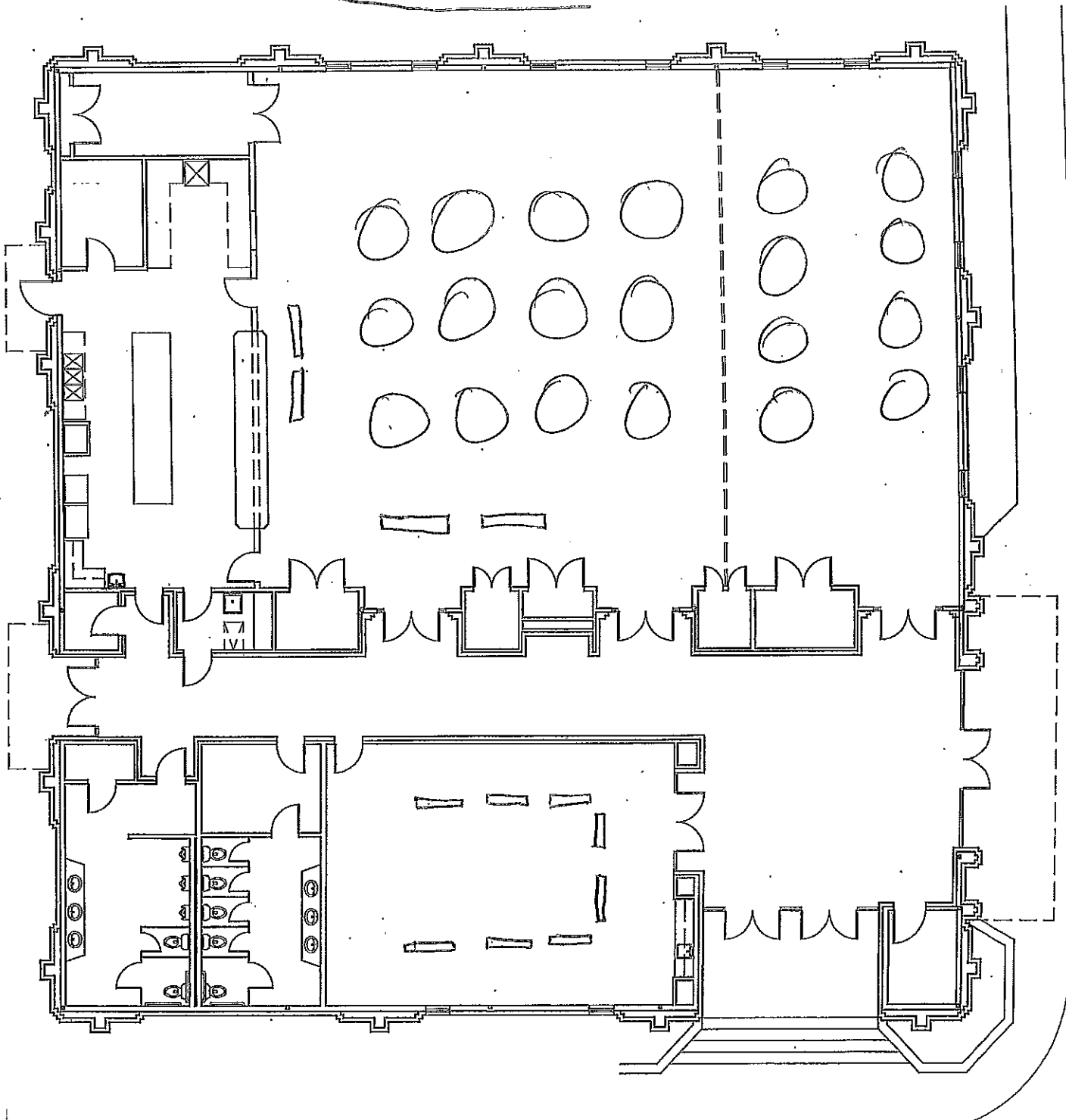


CATHEDRAL OF IMMACULATE CONCEPTION  
CATHEDRAL CENTER FLOOR PLAN

Normal Setup

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: \_\_\_\_\_

READ 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.