

Canterbury Set-up Request Form

Group Name: _____

Date of Event: _____

Group Contact: _____

On-Site Contact: _____

Arrival Time: _____

Departure Time: _____

Final Attendance: _____

Scheduled Meeting Space: _____

Scheduled Break-out Rooms (\$25.00 ea.): _____

Number of People per Break-out Room: _____

Picture Time (Optional): _____

Meeting Space Set-up: (Please Check)

- _____ Round Tables (8/ppl at each)
- _____ Classroom Style (8'x 18" tables)
- _____ U-Shapes (8'x18" tables, 30ppl max)
- _____ Theatre Style (Chairs Only)
- _____ Other (Upon Approval)

Break-out Room Set-up: (Please Check)

- _____ Round Tables
- _____ Classroom Style
- _____ U-Shape
- _____ Theatre Style
- _____ Other (Upon Approval)

A/V Requirements: (Please Check)

- _____ LCD Projector w/ Screen
- _____ TV and DVD
- _____ Overhead Projector w/ Screen
- _____ Slide Projector w/ Screen
- _____ Easel Pad w/ Markers-Qty: _____
- _____ Power Cords-Qty: _____

- _____ Piano (n/a for St. Alban's Conf. Rm)
- _____ Stand-up Microphone
- _____ Lapel Microphone
- _____ CD Player
- _____ VCR Player
- _____ Screen Only

Chapel Usage:

- St. Augustine's Chapel
- St. Frances Oratory (20ppl max)

Date:

Time:

Meals: (please circle start time or fill in appropriate time)

- | | | | | |
|-----------------------|---------|----|---------|----------|
| Continental Breakfast | 7:30am | or | 8:00am | or _____ |
| Breakfast | 8:00am | or | 8:30am | or _____ |
| Lunch | 12:00pm | or | 12:30pm | or _____ |
| Dinner | 6:00pm | or | 6:30pm | or _____ |

Additional Food Services:

- Cookies (\$2.00/pp)
- Popcorn (\$0.75/pp)
- Cheese & Cracker Tray (\$2.50/pp)
- Veggie Tray w/ Dip (\$2.50/pp)
- Fruit Tray w/ Dip (\$3.00/pp)

Date:

Time:

