



PLEASE BRING THIS FORM TO PARISH OFFICE OR SCAN/EMAIL to workorder@judeatl.com

WORK ORDER REQUEST

(Please submit **Work Order Request** 2 weeks prior to event/meeting.)

Contact Name _____ Date Submitted _____

Ministry _____ Contact Cell _____

Event Name _____ Event Date _____

Room Reserved _____ Time set-up needed _____

I understand only painter’s tape may be used on walls.

I accept responsibility for leaving meeting space as I found it. Please note: All tables and chairs should be returned to their original locations. All garbage cans must be emptied into the dumpster located either outside of Ministry Building or outside of Stapleton Center. Thank you for your cooperation.

I will use standard room set-up I need a different room set-up *

**If different room set-up is needed, please fill out fields below and draw detailed diagram on back of this sheet or attach a separate sheet.*

Please specify quantities below:

Round Tables _____ Rectangular Tables _____ Chairs per table _____

Please check all that apply:

- Podium Microphone Screen DVD Player
- Access to Kitchen* Projector Television

**Saint Jude does not supply paper products*

Additional Comments: _____
