

# Meeting Room Request Form “B” – Infant Jesus of Prague

## Maintenance Needs / Special Requests

Attention IJP Ministry / Organizational Leaders,

When you have a special request or IJP maintenance staffing is necessary a notification is required at least 2 WEEKS prior to the scheduled event. This will help our planning of IJP personnel to be available for your event and will help insure that your event runs smoothly for all involved. It is recommended that you contact Mr. Mike Chapman in advance of planning your event to see what is available to your group through IJP’s supply inventory and or commercial contacts. Please note that some Personnel and Beverage charges may apply.

Estimated Attendance \_\_\_\_\_ # of IJP Personnel Requested \_\_\_\_\_

Set-up needs: #of Round Tables \_\_\_\_\_ #of 3X8 Tables \_\_\_\_\_ #of 3X12 Tables \_\_\_\_\_  
(Available in Caf /Gym only)  
#of 2X4 Tables \_\_\_\_\_ #of Chairs \_\_\_\_\_ #of Coolers \_\_\_\_\_

Projector Screen. Projector. DVD/VCR. Podium. Microphone.

Additional Needs:

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Draw room set up diagram:

Contact Name \_\_\_\_\_ Phone# \_\_\_\_\_ E-mail \_\_\_\_\_