

SENIOR CELEBRATION FACILITY REQUEST FORM

*St. Francis request form due on or before March 22,2010
SFHS Event on April 17, 2010 @ 8PM-4AM*

Date faxed to 630-690-5516/ or delivered to WCC/Jen Bruggeman _____

Copy of form given to SFHS Senior Celebration co-chairs (circle one):

Robin Solomon ___/___/___ or Anne Roberts ___/___/___
(Date submitted) (Date submitted)

PLEASE FILL OUT 1 FORM FOR EACH ROOM

CONTACT NAME: _____

CONTACT PHONE #: _____

ROOM OR AREA: _____

TODAY'S DATE: _____

Equipment:

_____ REG. TABLES (6' x 2' 6")

_____ CHAIRS

_____ POWER STRIP

_____ PODIUM

_____ EASEL

_____ SCREEN

OTHER (describe/quantity) _____

_____ CONF. TABLES (6' x 1'8")

_____ TV/VCR

_____ TV/DVD

_____ OVERHEAD PROJECTOR

_____ EXTRA GARBAGE CANS

_____ CARD TABLES

All equipment will go on a "First Come, First Serve" basis. We only have a limited number of all this equipment so some things need to be brought from home. Please write your name and number on any equipment you bring from home. We will let you know as soon as possible what you will need to supply yourselves. Thank you!!

Please keep a copy of this request for your committee