

**OUR LADY OF SORROWS
Equipment Request**

Activity Name: _____

Date(s): _____

Contact Person: _____

Address: _____

Phone: _____

Activity Time: _____ **Set-Up Time:** _____

▲ **EQUIPMENT REQUESTED** (in addition to standard arrangement of tables/chairs) ▲

Long Tables: _____

Podium: _____

Round Tables: _____

TV / VCR: _____

Card Tables: _____

Overhead: _____

Chairs: _____

Coat Racks: _____

Microphone: _____

Chalkboard: _____

Easel w/Paper Pad: _____

Coffee Service: _____

Dry Erase Board: _____

Other (List Below):

*This form should be returned to the Parish Office as soon as possible but no later than two weeks prior to your event.
If you have any questions, please contact the Parish Office: 248-474-5720.*