

Our Lady of the Woods Meeting Space Request Form

Please place completed form in the Mail box of Martin Moody

Space Request must be submitted a minimum of 7 days prior to Date of Event

Print All Information (Today's Date: _____)

Day(s) and Date(s) of Event: _____

Name of Ministry/Group: _____

Purpose of Event: _____

Staff Person Attending/Name: _____

Time: Start and End: _____

Site Requested: _____

Number of Adults: _____ Number of Children: _____

Number of Tables: _____ Number of Chairs: _____

Podium: YES NO

Contact Person Name and Phone: _____

Other: _____

Hospitality Supplies Needed YES NO (Copy to J. Maier if Supplies Needed)

Coffee YES NO

Powdered Cream YES NO

Coffee Brewer YES NO

Cups YES NO (Qty. _____)

Coffee Carafe YES NO (Qty. _____)

Juice Glasses YES NO (Qty. _____)

Water Pitchers YES NO (Qty. _____)

Paper Plates YES NO (Qty. _____)

Platters YES NO (Qty. _____)

Napkins YES NO (Qty. _____)

Sugar YES NO

Sweet & Low YES NO

Supplies will be left in the Hospitality Kitchen

****If Necessary to Cancel Meeting – contact Martin Moody****