

SUMMER.FALL 2022 Calendar Change Request Form

ST. JAMES THE APOSTLE PARISH | 480 S. PARK BLVD | GLEN ELLYN, IL 60137

FOR OFFICE USE ONLY:

DATE COMPLETED _____ BY _____

This form is used to notify the parish office of events that are currently scheduled on the parish calendar, but require a change of date, time, facility, setup, etc. OR need to be cancelled. All changes must first be approved by the office before implementation.

Organization: _____ Event Name: _____

Original Date(s) Requested for Event: _____

Original Facility: _____

Original Start Time: _____ AM PM

Original End Time: _____ AM PM

Please Indicate All Changes Needed:

- Cancel the Event
- Change Date(s) to: _____
- Change Start Time to: _____
- Change End Time to: _____
- Change Time Required for Setup to: _____
- Change Time Required for Cleanup to: _____
- Change Facility to: _____
- Change Event Name to: _____
- Change Organization to: _____
- Other Changes Needed: _____

Cancel the Keyword on Calendar Heading

Change Setup for: St. James Hall 1 (holds 20+ people) St. James Hall 2 and/or 3 (holds up to 20 in each room)

Church Narthex Other (specify): _____

Number needed of:

Round Tables: _____ (60" round—seat 8 people each—we have a total of 16)

Rectangular Tables: ___ (8' x 30": seat 8 people each—we have a total of 23)

Rectangular Tables: ___ (6' x 18": seat 3 people each—we have a total of 8)

Lunch Tables: _____ (seat 16 people each—we have a total of 10)

Chairs: _____ (we have a total inventory of 342; 257 for SJH 1, 73 for SJH 2/3; 12 mismatched)

White Fundraising Table: _____ Highboy Tables: _____ (24" round—we have a total of 10)

Additional items needed:

___ Room Key* ___ Podium ___ Microphone ___ TV/DVD ___ Easel (including in Narthex)

___ Projector* ___ Room Dividers ___ Coffeepots/Kitchen Items** Other: _____

* Sign Out at Ministry Center/Return next day **Refer to 2020-2021 Kitchen Guidelines

Please Indicate Setup Changes on Reverse »

Name: _____

E-mail: _____

Daytime Phone: _____

Setups for St. James Hall 1 (Circle One):

Default Setup —OR— A | Theatre B | Hospitality C | Draw Your Own

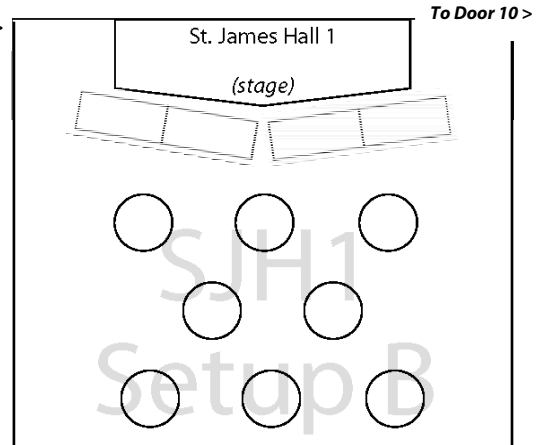
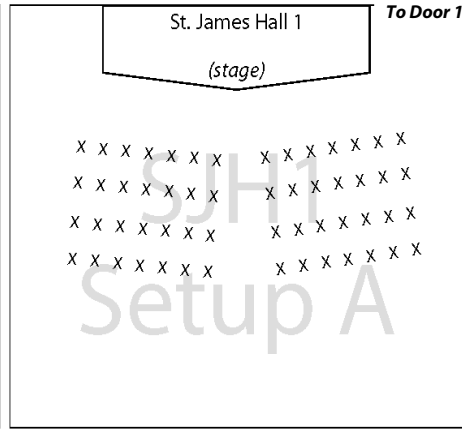
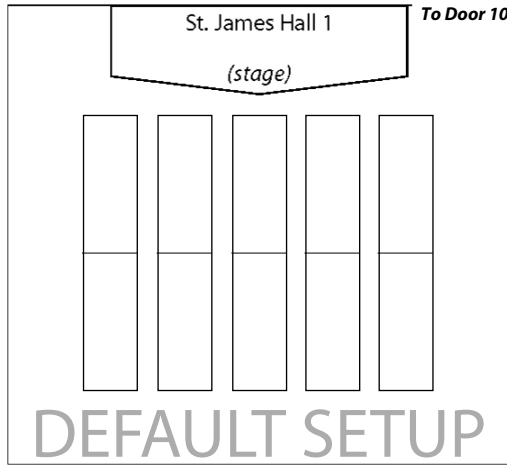
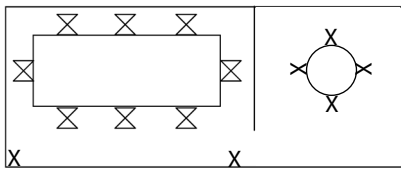
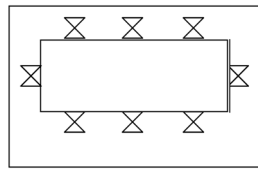


Diagram of Ministry Center Rooms:

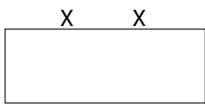


Dining Room/Kitchen
 2 TABLES, 14 CHAIRS, TV/DVD
 ACCESS TO SERVE COFFEE/FOOD
 (2 EXTRA DINING CHAIRS AVAILABLE)

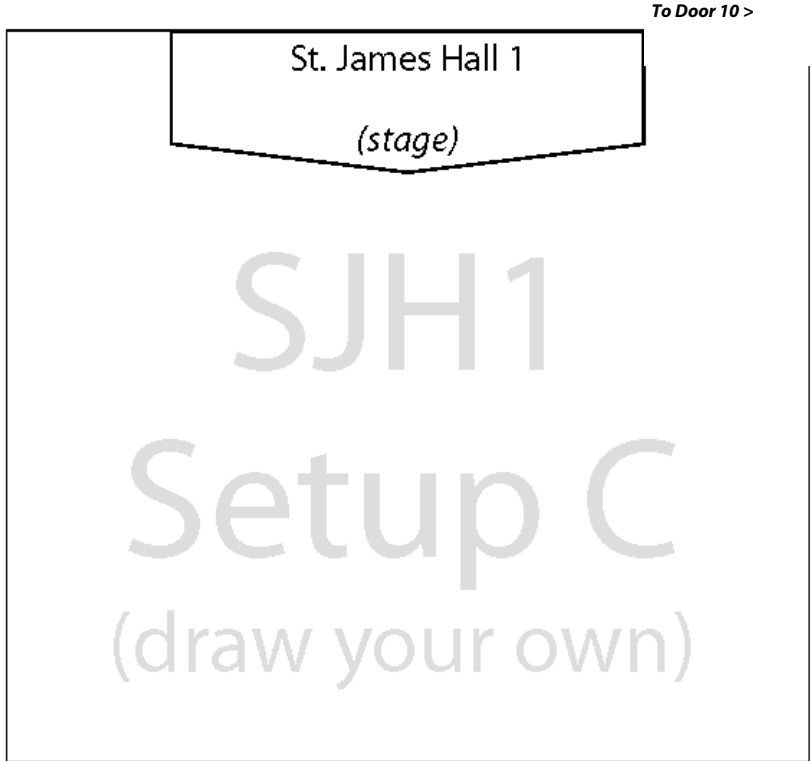


Main Level Conference Rm.
 1 TABLE, 8 CHAIRS,
 TV/DVD

Diagram of Church Narthex:



Church Narthex:
 1 WHITE FUNDRAISING TABLE
 2 CHAIRS



Setups for St. James Hall 2/3 (Circle One):

A | Undivided (Default) B | Divided C | Draw Your Own

