

ALL SAINTS' EPISCOPAL CHURCH & DAY SCHOOL
6300 North Central Avenue
Phoenix, Arizona 85012
Phone: 602-274-4866 FAX: 602-512-0300

Submit one completed copy to Kelly Perez a minimum of 2 weeks prior to your event. You will be notified if there is a conflict with your event. Retain one copy for your record.

Today's Date _____ Organization/Responsible Person _____

Day & Date Requested _____ Contact Name & Phone _____

Event (give details for website calendar) _____

Expected Attendance _____ Arrival Time _____ Departure time _____ Time of event _____ to _____

Facilities Required

Church _____ Chapel _____ St. Barbara I _____ St. Barbara II _____
BI Kitchen _____ Memorial Garden _____ Manning Hall _____ Gym _____
Lunch Pavilion _____ Locker Pavilion _____ Other _____

Equipment Required

Sound System _____ Microphone _____ Podium _____ TV _____ VCR _____ DVD _____ Projector screen _____

Other _____

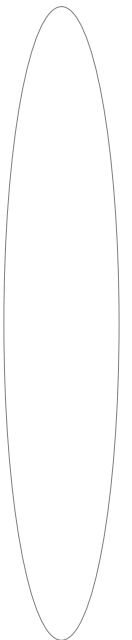
Refreshments

Coffee _____ Hot Water _____ Condiments _____

Please use this area to diagram table and chair arrangements. [Use entire space for Manning Hall, Memorial Garden and Gym]

[St. Barbara I]

[St. Barbara II]



Number needed: Rectangle Tables _____ Round Tables _____ Chairs _____

Request O.K. by: _____ **Date:** _____

ACS__WEB__