

Meeting Room Request Form “B” – Infant Jesus of Prague

Maintenance Needs / Special Requests

Attention IJP Ministry / Organizational Leaders,

When you have a special request or IJP maintenance staffing is necessary a notification is required at least 2 WEEKS prior to the scheduled event. This will help our planning of IJP personnel to be available for your event and will help insure that your event runs smoothly for all involved. It is recommended that you contact Mr. Mike Chapman in advance of planning your event to see what is available to your group through IJP’s supply inventory and or commercial contacts. Please note that some Personnel and Beverage charges may apply.

Estimated Attendance _____

of IJP Personnel Requested _____

Set-up needs: #of Round Tables _____ #of 3X8 Tables _____ #of 3X12 Tables _____
(Available in Cafè/Gym only)

#of 2X4 Tables _____ #of Chairs _____ #of Coolers _____

Projector Screen. Projector. DVD/VCR. Podium. Microphone.

Additional Needs:

Draw room set up diagram:

Contact Name _____ Phone# _____ E-mail _____