



Work Order

Distribution List: (Check all that apply)

- Building Services
- Audio Technology (Terry)
- Technology (Jackson)
- Liturgy (Kelley)
- Other _____
- Other _____

Scan and email this completed form to Steve Perez at sperez@smip.org or return a copy to the Parish Office/Commons Desk to Steve's attention.

NEW REVISED
IMPORTANT: All orders must be received no less than 30 days prior to the event.

Date Submitted: _____

Requestor/Contact Name: _____ Phone: _____

Email Address: _____

Event Name: _____

Location/Room: _____ Space **Confirmed** by: _____

Event Day: S M T W T F S (Circle One) Event Date: _____ Event Time: _____

Set-up Start Time: _____ Clean-Up End Time: _____ Door Unlock Time*: _____ Door Lock Time*: _____

Building Services (main contact, Steve Perez, 815-436-2651 x820; sperez@smip.org)

** CHOOSE DOORS:*
 Commons Doors Church Doors
 South Church Hallway Doors
 North Church Hallway Doors

SET UP

- | | |
|---|---|
| <input type="checkbox"/> # of Round Tables : _____ | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> # of 8-foot Rectangular Tables: _____ | <input type="checkbox"/> # of Garbage Cans: _____ |
| <input type="checkbox"/> # of 6-foot gray Rectangular Tables: _____ | <input type="checkbox"/> # of Recycling Bins: _____ |
| <input type="checkbox"/> # of Cafeteria Tables: _____ | <input type="checkbox"/> # of Easels: _____ |
| <input type="checkbox"/> # of Chairs : _____ | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Move Commons Table 1 / 2 / 3 to another position | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Coat Rack | <input type="checkbox"/> Other: _____ |

EQUIPMENT

- | | |
|--|--|
| <input type="checkbox"/> # of Extension Cords: _____ | <input type="checkbox"/> Projection Screen |
|--|--|

Audio Technology (main contact, Terry Henderson, 815-456-2651 x850; thenderson@smip.org)

- | | |
|--|--|
| <input type="checkbox"/> Microphones | <input type="checkbox"/> Sound Board Staffed by Parish |
| <input type="checkbox"/> # of CORDED (Cana Hall Only): _____ | <input type="checkbox"/> Audio Connection (iPod, CD Player, etc.) to Sound System (Church, Cana Hall & Gym only) |
| <input type="checkbox"/> # of HEADSETS: _____ | <input type="checkbox"/> CD Player: Church, Cana, Gym, Stewardship, Faith Sharing |
| <input type="checkbox"/> # of HANDHELD CORDLESS: _____ | |

Technology (main contact, Jackson Brunsting, 815-456-2651 x838; jbrunsting@smip.org)

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Chromebook | <input type="checkbox"/> Wireless Access to the Internet | <input type="checkbox"/> LCD Projector |
|-------------------------------------|--|--|

Please Note: A DVD Player is already connected to a TV in Our Lady of Fatima Room and St. Anne Room. There is also an Airtame in these rooms, which allows wireless connection from a device to the TV. A DVD player is connected to a projector in Faith Sharing and Stewardship.

Liturgy (main contact, Kelley Seifert, 815-456-2651 x810; kseifert@smip.org)

- | | |
|---|--|
| <input type="checkbox"/> Move Blessed Sacrament to: _____ | (Kelley Seifert will contact you regarding specifics.) |
|---|--|

Notes: _____

Diagram for your setup, if needed

Room Locations:

Church Locations:

*Church, *Narthex, North Wing Our Lady of Guadalupe Room, North Wing Our Lady of Fatima Room

Parish Center Rooms:

Commons, Gym, Kitchen, *Cana East and *Cana West, Faith Sharing, Harvester, St. Anne Room, Youth Ministry Room

Parish Center Second Floor Rooms:

Upper, Stewardship, Unity

Questions? Call Laura Van Ham @ 815-436-2651 X 887

or email to lvanham@smip.org

*This space **MUST** be approved through Margaret O'Leary at 815-436-2651, x803.