



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

STANDING Work Order

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

Distribution List: (Check all that apply)

- Building Services
- Audio Technology (Heather)
- Technology (Jackson)
- Liturgy (Beata)
- Other _____
- Other _____

Date Submitted: _____

Requestor/Contact Name: _____ Phone: _____

Email Address: _____

Event Name: _____

Location/Room: _____ Space Confirmed by: _____

Weekly On: _____ Monthly On: _____ Begin Date: _____ End Date: _____ Event Time: _____

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

Building Services

(main contact, Jason Gonzalez, 815-436-2651 x823; jgonzalez@smip.org)

SET UP

** CHOOSE DOORS:*

- Commons Doors Church Doors
- South Church Hallway Doors
- North Church Hallway Doors

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

EQUIPMENT

- # of Extension Cords: _____
- Projection Screen

Audio Technology

(main contact, Heather Roerig, 815-456-2651 x805; hroerig@smip.org)

- Microphones
 - # of CORDED (Cana Hall Only): _____
 - # of HEADSETS: _____
 - # of HANDHELD CORDLESS: _____
- Sound Board Staffed by Parish
- Audio Connection (iPod, CD Player, etc.) to Sound System (Church, Cana Hall & Gym only)
- CD Player: Church, Cana, Gym, Stewardship, Faith Sharing
- Need Tech Run Through: Heather will contact you to schedule

Technology

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

- Chromebook
- Wireless Access to the Internet
- 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, Beata Moberg, 815-456-2651 x810; bmoberg@smip.org)

- Move Blessed Sacrament to: _____ (Beata Moberg 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, St. Joseph Office Suite

Parish Center Second Floor Rooms:

Upper Room, Stewardship, Unity

Questions? Call Laura Van Ham @ 815-436-2651 X 887
or email to ivanham@smip.org

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