



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

# 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: \_\_\_\_\_

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, Jason Gonzalez, 815-436-2651 x823; [jgonzalez@smip.org](mailto: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](mailto: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](mailto: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](mailto: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 [lvanham@smip.org](mailto:lvanham@smip.org)

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