



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.

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)

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 ☐ Big Screen TV

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 ☐ LCD Projector

Please note: Wireless access to the internet is available through "SMIGuest"

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 lvanham@smip.org

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