

## Maintenance Request Form

Today's Date \_\_\_\_\_ Event \_\_\_\_\_ Repair Order \_\_\_\_\_

Date Needed \_\_\_\_\_ Time Needed By \_\_\_\_\_ Set Up Request \_\_\_\_\_

Work to be performed :

Where ? Building \_\_\_\_\_ Area \_\_\_\_\_ Room \_\_\_\_\_

Requested By : \_\_\_\_\_ Approved By : \_\_\_\_\_

Contact If Questions : \_\_\_\_\_ Completed By : \_\_\_\_\_

*See Reverse Side For Set Up Layout & Details .....*

*Return this form to the Business Manager in the Parish Office .*

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**Set Up Detail:**

Need: _____	Round Tables	_____	Long Tables	_____	Small Tables
_____	Chairs	_____	Plant Stand	_____	Lecturn/Podium
_____	TV / VCR	_____	Kitchen Open	_____	Wall Closed
_____	Sound System	_____	White/Chalk Brd	_____	Proj. Screen
_____	Flex Screen	_____	Computer Proj.	_____	_____

**Per Diagram :**

**Set Up Detail:**

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**Per Diagram :**