

Santa Sophia Plant
Room Set-Up Request Form

(Revised 2/2010)

Note:

**Please submit a minimum of 3
business days in advance of
your event!**

Fax to: Jim Kinney ~ 619-463-8101

Name/Group: _____

Contact Phone: _____

Date of Event: _____

Event Starting Time: _____

Room: Daniels _____ Verhoeven _____

Prendergast Hall _____ DeMoor _____

Kitchen _____ Other _____

Draw a diagram for your room set-up. (Draw a map here or use backside if more space is needed)

STAGE



KITCHEN

What items of equipment are needed?

[] Tables # of round _____ # of rectangular _____ [] Chairs Number _____ [] Bar [] Podium

** [] Microphone Lapel _____ or Hand Held _____ [] Other _____

** The microphone system may be used in the Church, Prendergast Hall and the DeMoor Room only.