

**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)



**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.