



Our Lady of Perpetual Help Church
Lindenhurst, New York

MAINTENANCE SETUP REQUEST

Please hand this form in at least one week prior to the date setup is needed

Ministry: _____

Event Name: _____

Setup Date: _____ Setup Time: _____

Contact Person: _____

Contact Phone: _____

Event Location: _____

Number of Chairs: _____ Number of Tables: _____

Diagram

Large empty rectangular box for drawing a diagram.

Maintenance Office Use

Date Completed: _____ Time Completed: _____ Signature: _____