



DIOCESE OF GRAND RAPIDS

Cathedral Square Conference Center Event Planning Form

Please complete the following form and return to ccastano@grdiocese.org

Date form is submitted _____

Contact Person Name _____

Contact Email _____ Contact Phone Number _____

Name of Event _____

(Digital Monitors in the Lobby will display exactly as requested here)

Sponsor of Event _____

Event Date/s _____

Set-up Time _____

Start Time _____

End Time _____

(Digital Monitors in Lobby will list Start and End times requested here)

Number of Anticipated Participants _____

Single Room Request/s

Room A Room B Room C Room D Room E Other _____

Combined Room Request/s

Room A/B/C Room B/C Room D/E Reception Lobby (2nd Floor)



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Room Set-up (Conference Center Information)

- Banquet Style Rounds
- Board Style (Square, U Shape)
- Theater Style
- Classroom Style
- Other _____

Additional Set-up needs

- Registration table
- Material table
- Food/Beverage Table
- Other _____

Diocesan Approved Caterer & Food setup (Conference Center Information)

- Above & Beyond
- Applause
- Distinctive
- Maddalena
- The Catering Company
- West Michigan
- Buffet
- Plated Meal
- Appetizers
- Snacks only
- Dessert only
- Other _____

Alcohol Served ? Yes No

(Cash Bar is not permitted/Alcohol must be provided by a Diocesan Approved Caterer)

A/V Equipment Needs:

- Podium
- Podium Mic
- Projector & Screen
- Other _____
- Wireless Lapel Mic _____ (Please indicate number of wireless mics needed)
- Wireless Handheld Mic _____ (Please indicate number of wireless mics needed)

Additional Equipment needs:

- Phone
- Whiteboard
- Wireless presenter remote
- Other _____
- Computer (Preferred that each group bring/use their own computer if possible)

Presenter computer:

- PC
- MAC
- Mobile Device (iPad, iPhone, etc..)
- Other _____