



DIOCESE OF GRAND RAPIDS

## Cathedral Square Conference Center Event Planning Form

Please complete the following form and return to [ccastano@grdiocese.org](mailto:ccastano@grdiocese.org)

Date form is submitted \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone # or Extension \_\_\_\_\_

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 A (w/Wall) and 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
- Apple Spice
- 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
- Camera Kit \_\_\_\_\_
- Wireless Lapel Mic \_\_\_\_\_ (Please indicate number of wireless mics needed)
- Wireless Handheld Mic \_\_\_\_\_ (Please indicate number of wireless mics needed)

Additional Equipment needs:

- 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 \_\_\_\_\_