



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
- Pods of \_\_\_\_\_
- Other \_\_\_\_\_

Additional Set-up needs

- Registration table
- Material table
- Food/Beverage Table
- Other \_\_\_\_\_

Diocesan Approved Caterer & Food setup (Conference Center Information)

- Martha's Catering/Vineyard
- Applause
- Distinctive
- KJ Catering
- The Catering Company/Above & Beyond
- Apple Spice
- Buffet
- Plated Meal
- Appetizers
- Snacks only
- Dessert only
- Other \_\_\_\_\_

Alcohol served? Yes No

If yes, if your event includes a cost for admission, even by donation, then the State of Michigan requires you to purchase a one-day liquor license. Will you charge an admissions fee? Yes No

Note: You may apply for a license at this link: michigan.gov/lara/bureau-list/lcc/faq/special-licenses.

Please note that liquor licenses must be filed with the Cathedral Square Center Conference Center Director at least one week in advance of your event.

The State requires a minimum of 10 days to process and fulfill applications.

A/V Equipment Needs: Podium Mic Projector & Screen Camera Kit \_\_\_\_\_

Podium

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)



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## WEGE CONFERENCE CENTER 2023/2024 APPROVED CATERERS

|                            |              |  |
|----------------------------|--------------|--|
| Applause Catering          | 616-940-0001 | <a href="http://www.applause-catering.net">www.applause-catering.net</a>     |
| Apple Spice Catering Co.   | 616-805-3288 | <a href="http://www.applespice.com">www.applespice.com</a>                   |
| Distinctive Catering       | 616-538-4384 | <a href="http://www.distinctivecatering.com">www.distinctivecatering.com</a> |
| KJ Catering                | 616-308-2514 | <a href="http://www.kjcatering.net">www.kjcatering.net</a>                   |
| Martha's Catering/Vineyard | 616-459-0116 | <a href="http://www.marthascatering.com">www.marthascatering.com</a>         |
| The Catering Company       | 616-454-7475 | <a href="http://www.tccogr.com">www.tccogr.com</a>                           |
| Above & Beyond Catering    | 616-558-6518 | <a href="http://www.above-beyond.com">www.above-beyond.com</a>               |