



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 # 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

- 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**)

- Four Chefs Catering
- Applause
- Distinctive
- Talavera
- 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)

Assistive listening devices (6 sets) How many? _____ Opt-out

Listening assistance is available for all meetings/events. If your meeting is confidential in nature. Please check the opt-out box.