

St. Joseph Regional High School - Work Order Form

Person Requesting Set-up: _____

Phone: _____

Email: _____

Event Date/Time: _____

Date of Set-up: _____

Room(s): _____

Description of Room Set-up:

Number of Round Tables: _____

Number of Rectangular Tables: _____

Number of Chairs at Round Tables: _____

Number of Chairs (only): _____

Additional Equipment: _____

If a diagram is necessary, please draw on the back of this sheet.

When submitting the Work Order Form, you can do one of the following:

1. Email it to Mrs. Cannata - cannatar@sjrnj.org
2. Fax it - 201.391.8073
3. Drop it off in the Main Office

For Official Use Only:

Approved by: _____

Date: _____