Diocesan Pastoral Center Reservation Form:
While submitting a reservation for a DPC Room on the events calendar, please provide the information below.

TITLE OF PROGRAM:
Date of Program:
Contact Person: Phone/ Email:
Billing Address (for Community groups):

Number of Expected Persons:
Arrival Time for Meeting Hosts:
Event Times:
Departure Time for Meeting Hosts:
(Estimated arrival times and departure times account for pre-event preparations and clean-up at conclusion of event)

Use of Chapel? : __Yes __No
Room Arrangement Needed:
___Round Tables/Chairs ___Lecture Style ___Classroom Style ___Conference Style

Technology and Equipment Needed:
___Registration Table ___Podium ___TV/DVD/CD Access ___Sound System
___Chalkboard ___Easel Display ___Other*

*Other Special Instructions?:

For Non-Catered Meetings/Events, Drink Service Needed? __Yes __No
Drinks: ___Soda ___Water

Diocesan Pastoral Center Manager can offer catering recommendations; if linens are needed, an order form is also attached to your confirmation email. Meeting Hosts will be responsible for contracting their own catering and arranging/completing any desired décor for their event

Please return this completed form to DPC Manager at dpc@dioceseofscranton.org