

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