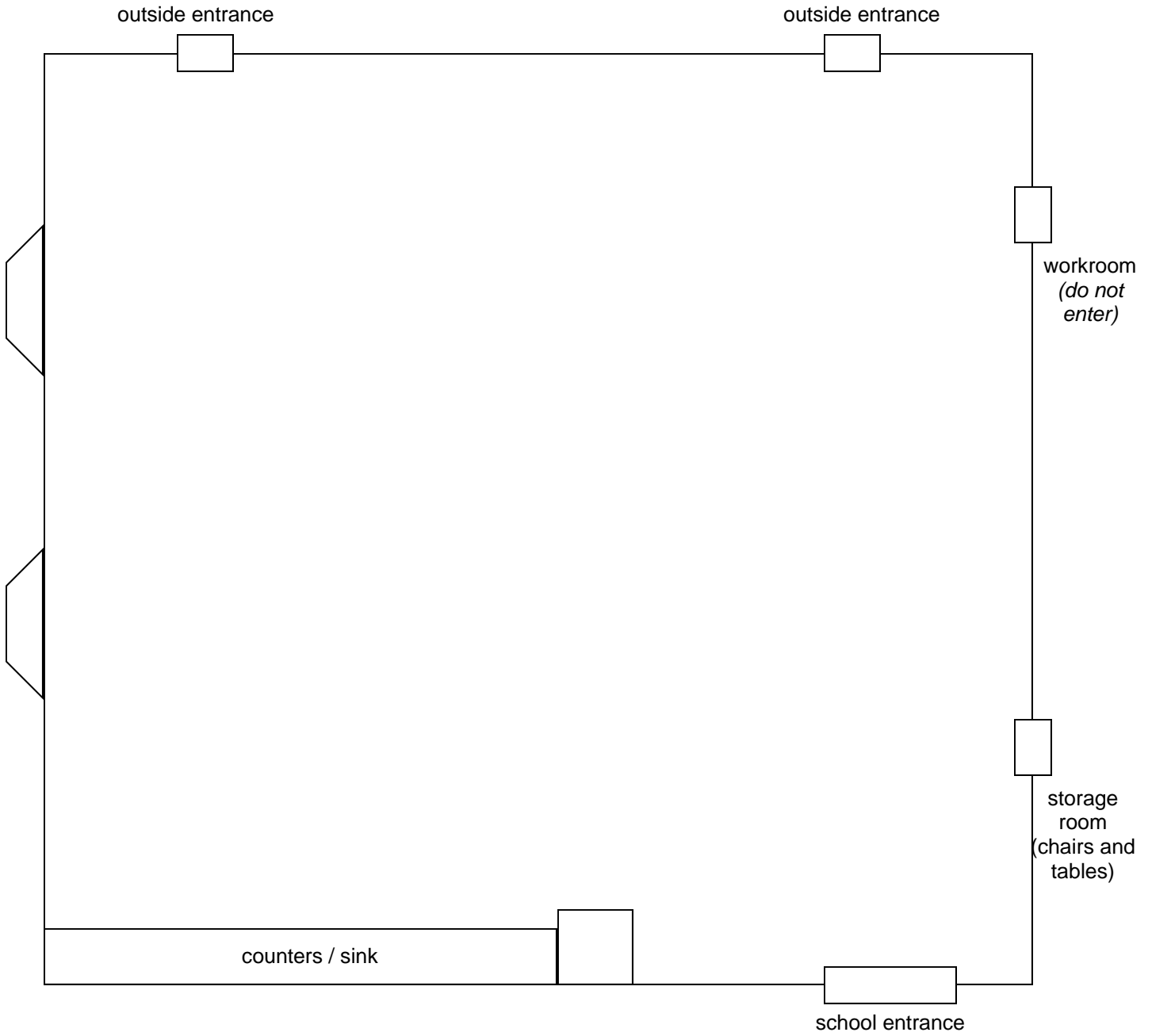


**Xavier Room Set-up for (event):**

**Today's date:**

**Requested by (name/room number/phone):**

**Needed by:**



**Number of round tables:**

**Number of long tables:**

**Number of chairs per table:**

**Other instructions:**

***Please submit to the rectory office at least one week prior to your event.***