

Set Up Needs for Church Events

Name of Meeting: _____

Contact: _____ Phone: _____

Day: _____ Date: _____

Event Start time: _____ Arrival time: _____ End time: _____

Expected attendance # _____

Rooms Needed:

ENTIRE Facility _____

Classrooms # _____ # _____ # _____

Sanctuary _____

Parlor _____

Fellowship Hall _____

Offices _____

Minturn Chapel _____

Courtyard _____

Kitchen _____

Equipment:

Podium _____

No.# of chairs _____

Sound System _____

No.# of 8 ft. Tables _____

TV/VCR _____

No.# of Round Tables _____

Easel _____

No.# of Card Tables _____

KITCHEN:

If food: Meal _____ Snack _____ Cooking? _____

Need STAFF to start a large pot of Coffee? _____

Will members require the \$75 dish washing service by caretakers? _____

Please plan to RECYCLE; bin is available.

Additional INFO?, please:

OVER - - -