

# Event Set-up Request

**Name of Event** \_\_\_\_\_

One Time Event \_\_\_\_\_ Repeating Event - Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Qtrly \_\_\_\_\_

Date/Time \_\_\_\_\_ (circle) Mon Tues Wed Thur Fri Sat Sun

Ministry/Organization \_\_\_\_\_

Requestor \_\_\_\_\_ Contact # \_\_\_\_\_

Room \_\_\_\_\_

Chairs \_\_\_\_\_ No \_\_\_\_\_ Yes How many \_\_\_\_\_

Tables \_\_\_\_\_ No \_\_\_\_\_ Yes

(Indicate amount needed) Café (wooden) \_\_\_\_\_ Café (metal) \_\_\_\_\_  
(4 of each available)


Round \_\_\_\_\_ Rectangle 8 ft \_\_\_\_\_ Rectangle 6 ft \_\_\_\_\_ Rectangle 4 ft \_\_\_\_\_  
(11 Round, 6-8ft, 5-6ft available)

Overhead \_\_\_\_\_ Dry Erase \_\_\_\_\_ Projector \_\_\_\_\_

Assistance needed for set up:

Harold \_\_\_\_\_ Interns \_\_\_\_\_ Volunteers \_\_\_\_\_ Sound & Technical \_\_\_\_\_

Draw Room Diagram



Re-set plan: