

Event Scheduling Form—Member

To request the reservation of a room on the master calendar with room setup, please complete this form and submit to the church office WITHIN FIVE (5) BUSINESS DAYS.

Date of event: _____ Time: _____ to _____ Day of week (circle): S M T W T F S

Group/event name: _____

Contact Person: _____

Email Address and/or Phone: _____

Number of participants expected: _____

Room(s) requested: Whitten Hall Sanctuary Classroom # _____

Narthex Kitchen Other _____

Is room setup by Greisy requested? No Yes (draw diagram below)

Is EARLY room setup requested (i.e., for decorating)? No Yes

Date & Time setup requested _____

Is key needed? No Yes — key and number _____

Today's date/time _____

ROOM SETUP DIAGRAM

OFFICE USE ONLY

Event on master calendar Custodian Key Provided

Notes _____

Office Manager

Date

KITCHEN

Passthrough Window

WINDOWS

CHAIR/TABLE STORAGE

INSTRUCTIONS:

1. Stack chairs 8 high.
2. Store folded tables on long rack with **TABLE BOTTOM FACING AWAY FROM RACK HANDLE**

DOORS TO HALLWAY

PIANO

DOORS TO NARTHEX