



## EVENT SET-UP/BOOKING SHEET

☐ I have read and Agree to the Facilities Use Policy

Today's Date	
Event Submitted by	

Event Name	
Event Date	

Event Start Time	Event Set Time Begins
Event End Time	Event Clean Up Time Ends

Room Preference								
Room Set Up – if other than default set up								
Additional Resources Needed								
<table border="0"> <tr> <td>Tables: <input type="checkbox"/> Round <input type="checkbox"/> Rectangular How Many</td> <td><input type="checkbox"/> TV/DVD <input type="checkbox"/> screen <input type="checkbox"/> projector</td> </tr> <tr> <td><input type="checkbox"/> Chairs: How Many?</td> <td><input type="checkbox"/> sound tech <input type="checkbox"/> additional trashcans</td> </tr> <tr> <td><input type="checkbox"/> Podium <input type="checkbox"/> easel</td> <td>CHILDCARE NEEDED? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> food services/hospitality</td> </tr> </table>	Tables: <input type="checkbox"/> Round <input type="checkbox"/> Rectangular How Many	<input type="checkbox"/> TV/DVD <input type="checkbox"/> screen <input type="checkbox"/> projector	<input type="checkbox"/> Chairs: How Many?	<input type="checkbox"/> sound tech <input type="checkbox"/> additional trashcans	<input type="checkbox"/> Podium <input type="checkbox"/> easel	CHILDCARE NEEDED? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> food services/hospitality
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	<input type="checkbox"/> food services/hospitality							
Other:								

## PUBLICITY OPTIONS:

**Note: Publication Requests (verbiage) is required 2 weeks before your dates below. See Reverse Side**

	Date(s) Needed	Details/Notes
<input type="checkbox"/> Separate Bulletin Insert		
<input type="checkbox"/> Slide on Website		
<input type="checkbox"/> Announcement in Worship		
<input type="checkbox"/> Outside Groups Publicity:		Flyer / Email / Both
<input type="checkbox"/> Mailing		
<input type="checkbox"/> Banner		
<input type="checkbox"/> Social Media		
<input type="checkbox"/> Online Sign Up	Date to Start	Date to End
	Cost	

## PUBLICITY REQUEST:

**Note: Publication Requests (verbiage) is required 2 weeks before your dates below**

**Date's Needed in Bulletin:** \_\_\_\_\_  
(These are Sunday Dates)

**Date's Needed in EBlast:** \_\_\_\_\_  
(These are Thursday Dates)

*Provide the details of the event. Be sure to include  
registration dates, costs, if you need donations or any other specific details.  
Whatever you write or provide here is what will go out in printed and electronic publications.*

## Administrative Request:

<input type="checkbox"/> On ESpace	Date Entered	
<input type="checkbox"/> Childcare Notified		
DOORS UNLOCKED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Key's Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Key's Returned: <input type="checkbox"/> Yes <input type="checkbox"/> No	