

Needed Resources:

Facilities requested:	<input type="checkbox"/> Deacon Grover Jones, Sr. Fellowship Hall (FH) <input type="checkbox"/> Reverend Louis W. Hughes Chapel (C) <input type="checkbox"/> Worship Center Sanctuary (WCS) <input type="checkbox"/> Worship Center Computer Room (WCC) <input type="checkbox"/> Lower Level Elevator Lobby (LLEL) <input type="checkbox"/> Annex (A) <input type="checkbox"/> Narthex (N) <input type="checkbox"/> Other _____
Narthex request:	<input type="checkbox"/> Narthex Table on <u>Worship Sunday</u> Date(s): _____ FOR NARTHEX ONLY - How many tables? _____ How many chairs? _____
Space setup details:	<input type="checkbox"/> Theater Style: <i>chairs all facing one direction with an aisle</i> <div style="text-align: right;">How many chairs? _____ Facing stage <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <input type="checkbox"/> Round tables and chairs: <div style="text-align: right;">How many tables (max. 12)? _____ How many chairs at each table (8-10)? _____</div> <input type="checkbox"/> Classroom: <i>tables and chairs facing the stage</i> <div style="text-align: right;">How many tables? _____ How many chairs at each table? _____</div> <input type="checkbox"/> Hollow Square: <i>tables in a square with chairs.</i> <input type="checkbox"/> on the outside <input type="checkbox"/> on the outside & inside <input type="checkbox"/> U-Shaped: <i>tables in a U with chairs.....</i> <input type="checkbox"/> on the outside <input type="checkbox"/> on the outside and inside <input type="checkbox"/> Need extra tables: Where? _____ How many? _____ <input type="checkbox"/> Other: <i>(diagram welcomed)</i>
Equipment needed: *requires technician	
<input type="checkbox"/> Sanctuary Sound System/# of _____ Microphone(s) <input type="checkbox"/> Podium <input type="checkbox"/> Piano <input type="checkbox"/> LCD Projector <input type="checkbox"/> Screen <input type="checkbox"/> VCR/TV <input type="checkbox"/> VCR/DVD/TV	
Food Service Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Event contact person(s):

Full name:	_____
Telephone:	_____
Email :	_____

Full name:	_____
Telephone:	_____
Email :	_____

FOR OFFICE USE ONLY, Pastor Williams:	
<input type="checkbox"/> Event Approved <input type="checkbox"/> Event Not Approved Pastor's Initials _____ Date: ____/____/____	_____
Comment: _____	

