

ROOM SET-UP FORM

Please submit copies to: Joanne Brink and George Zeravsky 2 weeks prior to event.

(Complete this form once your meeting/event has been added to the church calendar.)

Request made by: _____ Today's Date: _____

Phone number _____ Email _____

NAME OF EVENT/MEETING: _____

DATE(S) OF EVENT _____ MONTHLY ___ WEEKLY ___ SPECIAL ___

START TIME _____ AM/PM END TIME _____ AM/PM

Number of people expected for the event? Adults/Youth _____ Children _____

LOCATION OF EVENT: FLC ___ Chapel ___ Classroom (s) _____

Fields _____ Other _____

Room set up—Please draw a diagram on the back of this form.

EQUIPMENT REQUEST: Chairs ___ Round tables ___ Rectangle tables ___ Pulpit ___

Altar table ___ Lectern ___ Projection Screen ___ TV/VCR ___ TV/DVD ___

Other _____

Sound Equipment: See directions below

YOUR GROUP IS RESPONSIBLE FOR THE FOLLOWING:

1. Remove trash from the room. For large events trash needs to be taken to the dumpster on the church property. For all other meetings, trash is to be placed in garbage cans and set outside the room.
2. Please return any last-minute borrowed items taken from other rooms.
3. JCUMC table cloths are to be cleaned and returned to the church within 3 days.
4. Turn out the lights.
5. When exiting the building please make sure the outside door is locked.

CHILD CARE: Please contact Vicki Kratzer at vkratzer@johnscreekumc.org or 770-844-8466.

FOOD SERVICE REQUESTS: Please fill out a Food Service form and submit to J. B. Foster.

SOUND EQUIPMENT: Please contact Bryan Wamsley at pbwamsley@gmail.com 678-488-9701.