

# **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](mailto: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 Steve Ross at 770-622-5918 or [rossclan@bellsouth.net](mailto:rossclan@bellsouth.net).