

**CENTENARY UNITED METHODIST CHURCH**

**ROOM SET UP REQUEST FORM  
GIVE TO AL RICHARDSON, FACILITY MANAGER,  
TWO WEEKS PRIOR TO THE EVENT**

**REQUEST**

**INFORMATION**

<b>Name of the event</b>	
<b>Date and time of the event</b>	
<b>Person organizing the event and phone number</b>	
<b>Anticipated attendance</b>	
<b>Names of staff members that you request to attend to assist with the event.</b>	
<b>What tasks do you need each staff member to assist with?</b>	
<b>What room(s) do you want to use?</b>	
<b>What type of equipment do you need set up in the rooms. For instance, the number of tables and chairs, podium, power cords, screen, projector, microphone, or flip chart. State what room(s) you need the equipment in. How many people do you expect to be in each room?</b>	

<p><b>What food or drinks will you be serving? Who will provide the food and drinks? Do any staff members need to assist with the food and drinks? If yes, who? What task(s) do you want them to implement? What time do you want them to implement them?</b></p>	
<p><b>Will members and staff need to prepare food in the kitchen? If yes, what time will members and staff need to arrive and on what days?</b></p>	

**DRAW A DIAGRAM(S) OF HOW YOU WANT EACH ROOM SET UP.**