

Fellowship Hall Set-Up Form

Date: _____ Time: Arrival: _____ Start: _____ End: _____

Early building entrance (Sat./Sun. 8:30 am) _____ Expected guest no. _____

Event Name: _____ Repeating Event yes no

Contact Info: Name: _____ Phone: _____

KITCHEN USE

- using own dishes/utensils
- Using church dishes/utensils
- Oven/stove use
- Alcohol use
- Other _____

COFFEE SET-UP

- Regular
- Decaf
- Tea

TABLE INFO

Round Tables

- (4) 8', seats 9 / how many _____
- (3) 6', seats 8 / how many _____

High Top

- 2 / how many _____

Rectangle Tables

- (16) 8', seats 6-8 / how many _____
- (10) 6', seats 4-6 / how many _____

Card Tables

- (10) / how many _____

AV USE

- Sound system
- Projector
- Computer
- Microphone Stand
- Microphone
- TV
- Mac connections
- Podium

MISCELLANEOUS

- Easel
- Writing pad
- Stage use

Comments

AV
AREA

STAGE

COAT RACK/ART WALL

KITCHEN
DOORS

CLOSET DOORS

ALCOVE

KITCHEN WINDOWS