

WOODLAND UNITED PRESBYTERIAN CHURCH & SCHOOL



EVENT REQUEST FORM

NAME:

DEPARTMENT:

DATE of REQUEST:

EVENT

TYPE of EVENT:

DATE of EVENT:

BEGINNING TIME:

EXPECTED ATTENDANCE NUMBER:

ROOM/LOCATION NEEDED:

ENDING TIME:



SET UP

SET UP DATE:

TIME:

ITEMS NEEDED [Tables, Chairs, Stage Extension, etc.]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide sketch set up configuration.

SOUND EQUIPMENT NEEDED:

\_\_\_\_\_  
\_\_\_\_\_

LIGHTING EQUIPMENT NEEDED:

\_\_\_\_\_  
\_\_\_\_\_

WILL FOOD and/or DRINKS BE SERVED?     Yes     No

If yes, items needed:

\_\_\_\_\_



BREAK DOWN

BREAK DOWN DATE:

TIME:



ADDITIONAL COMMENTS or INSTRUCTIONS:

\_\_\_\_\_  
\_\_\_\_\_