

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:

