

EVENT PLANNING

ROOM SET-UP REQUEST

Office Use Only: **Custodian**

Set-Up _____

Clean Up _____

Name of Event _____ Date of Event _____

Time of Event _____ Duration of Event _____ Anticipated # of People _____

Contact Person _____ Phone _____ Email _____

Room(s) Needed *(please circle)*

MAIN BUILDING

Ansby Hall

Campbell Room

Chapel

Dining Room

Kitchen

Library

Robinson Room

Sanctuary

Session Room

Studio A B C

Willets Room

FAITH HOUSE

Great Room

Kitchen

2nd Floor: 2A 2B 2C

Equipment & Supplies Needed

Kitchen Supplies *(circle needed items)*

China Dinner Plates

China Dessert Plates

Cups & Saucers

Highchairs

Napkins (white cocktail napkins only)

Silverware

Silver Service

Silver Serving Trays

Presentation & Tech Supplies *(circle needed items)*

Extension Cord

Monitor/Screen

DVD player

Projector

Pulpit Stand

Microphone

Marker Board/Easel

Stool

Piano

Tech Personnel for Event

Beverages *(circle needed items)*

Coffee: Regular

Coffee: Decaf

Tea

Pitchers of Water

Lemonade

How would you like the room to be set up?

Draw a diagram showing the number of tables & their locations.

See other side



Name of Caterer _____

Phone _____

Are flowers being delivered? _____

Comments/Special Instructions

Please return form to Laura Mikush.
lmikush@sewickleypresby.org
412.741.4550