

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
Sound Person Requested

Beverages *(circle needed items)*

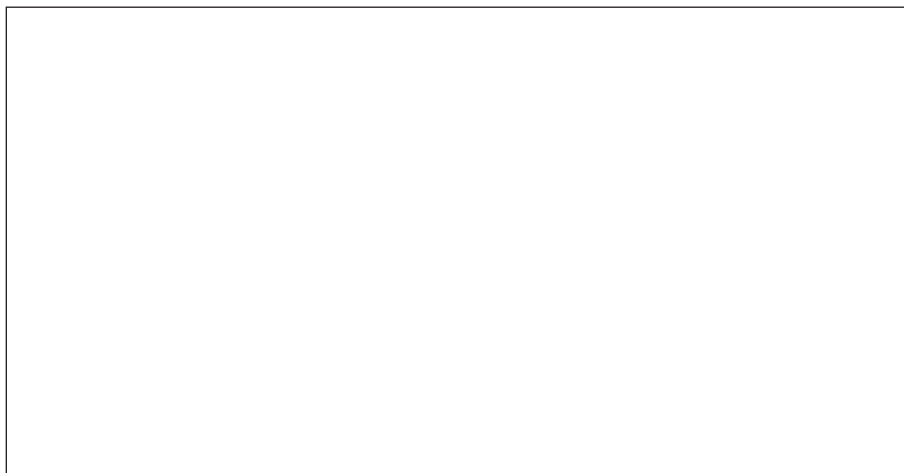
Coffee: Regular
Coffee: Decaf

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



Sewickley Presbyterian Church
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