



Room Scheduling or Table Reservation Request Form

Today's Date: _____ Reservation #: _____ Room Assigned: _____

Arts & Ent Business Education Family Government Media Religion

Event Date: _____ *Weekly _____ *Monthly _____ *Calendar Event _____

Start Time: _____ Ending Time: _____

Number of People: _____ (please provide)

Type of Function: _____ Event Title: _____

Ministry Name: _____

Ministry Chairperson: _____ Telephone: _____

Email Address: _____

(ROOM REQUEST MUST BE TWO WEEKS PRIOR TO DATE NEEDED)

Please select all that apply:

Meeting Room Request:

Foyer Table Reservation Request Temple Multi-purpose Room
Tabernacle Administration Bldg.

Room set up (diagrams on back):

- Theater Style (chairs only) #1
- Conference
- Round Chair Discussion
- Banquet Style
- U-Shape
- Tables _____
- Other (please provide or draw your room setup)

Special Equipment:

- Floor Podium
- Table Podium
- Easel
- Registration Table
- Display Table
- Wastebasket
- Other _____

Audio/Visual Equipment:

- Microphone:
 - Handheld Aisle Mic
- Projector and/or Screen
- Video- MP3 or MOV Format
- TV Monitor
- DVD Player

Special Services Request:

- Trustee Needed
Time: _____
- Room for Child Care Needed
- APPROVAL OF LEAD SERVANT

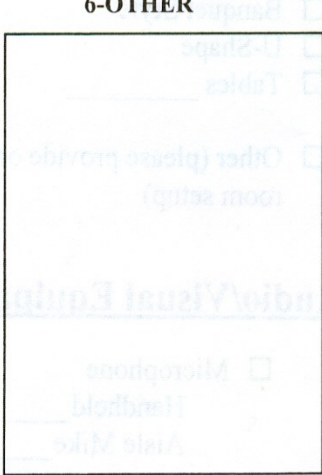
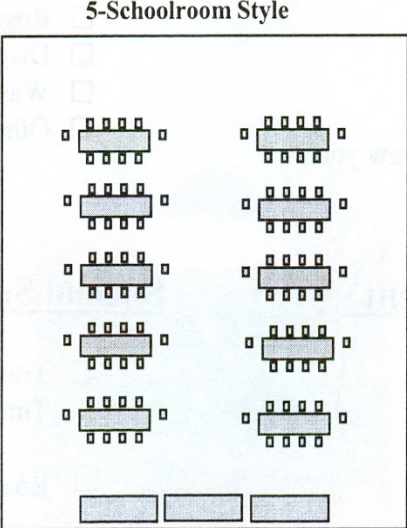
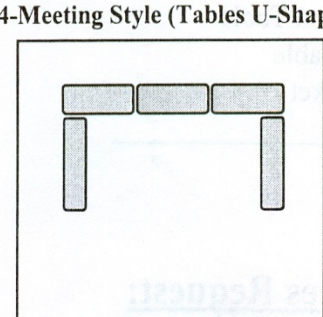
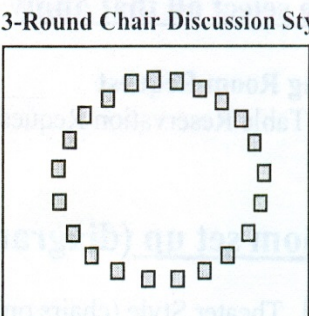
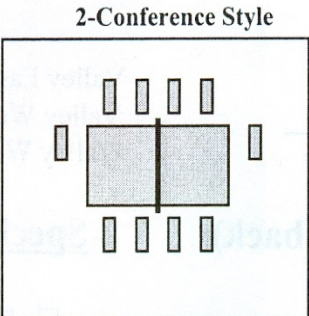
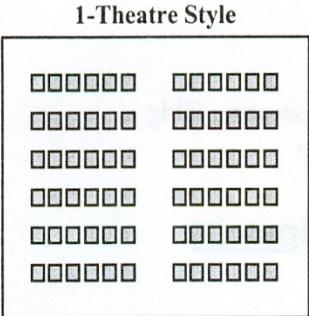
_____ Date: _____

"Let all things be done decently and in order." 1 Cor. 14:40



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PLEASE NOTE:
You are responsible for removing all decorations.



“Let all things be done decently and in order.” 1 Cor. 14:40