

South Highland Presbyterian Church
EVENT / FACILITIES REQUEST

**Please submit this form to Jeannie Jones, jjones@southhighland.org, in the church office
as soon as possible (at least 3-4 weeks in advance) to reserve your date, space, etc.**

Event: _____

Date of Event: _____ Preferred space: _____

Number of people expected: _____ Need Childcare? ____ Yes ____ No

Event Start Time: _____ Event End Time: _____ Setup Time: _____ Facility Vacated by: _____

Sketch Your Desired Room Setup

Furniture Needs

Tables: Round: # _____

8-foot: # _____

Tablecloths: Yes ____ No ____

Chairs: # _____

Equipment Needs

____ Podium ____ Microphone

____ Projector ____ Proj. Screen

____ PC Laptop ____ Easel

____ TV ____ DVD

____ Piano ____ Organ



Other Information/Special Requests: _____

Publicity: Submit Communication Request Form to Communication Coordinator jheiser@southhighland.org

Food: At present, all food must be catered. SHPC's kitchen can provide water, tea, coffee & lemonade upon request. Contact Jeannie Jones jjones@southhighland.org.

Honorarium: Submit Check Request Form to Dina Glass at dglass@southhighland.org.

Bus or Van: Submit Vehicles Request Form to Jeanne Jones jjones@southhighland.org.

Nursery: Contact Karen Weeks at kbweeks1@gmail.com.

Sound/Video: Contact John Heiser at jheiser@southhighland.org.

Person making request: _____ Today's date: _____

Email address: _____ Phone: _____

Please note: all non-food changes must be submitted at least 48 hours prior to the event. Thank you.