

South Highland Presbyterian Church

EVENT / FACILITIES REQUEST

Please submit this form to Jeannie Jones, ijones@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: # _____

Sketch Your Desired Room Setup	
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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 ijones@southhighland.org.

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

Bus or Van: Submit Vehicles Request Form to Jeannie Jones ijones@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.