

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 ____ Screen

____ PC Laptop ____ Easel

____ TV ____ DVD

____ Piano ____ Organ



Other Information/Special Requests: _____

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

Food: Contact Eric Carey, Kitchen Director ecarey@southhighland.org at least 2 weeks prior to event

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.
All food changes must be made 2 weeks prior to event.