

## South Highland Presbyterian Church

### EVENT / FACILITIES REQUEST

**Please submit this form to Jeannie Jones, [ijones@southhighland.org](mailto: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: # \_\_\_\_\_

<p>Tables: Round: # _____</p> <p>8-foot: # _____</p> <p>Tablecloths: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Chairs: # _____</p> <p><b>Equipment Needs</b></p> <table style="width: 100%;"><tr><td style="width: 50%;"><input type="checkbox"/> Podium</td><td style="width: 50%;"><input type="checkbox"/> Microphone</td></tr><tr><td><input type="checkbox"/> Projector</td><td><input type="checkbox"/> Screen</td></tr><tr><td><input type="checkbox"/> PC Laptop</td><td><input type="checkbox"/> Easel</td></tr><tr><td><input type="checkbox"/> TV</td><td><input type="checkbox"/> DVD</td></tr><tr><td><input type="checkbox"/> Piano</td><td><input type="checkbox"/> Organ</td></tr></table>	<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone	<input type="checkbox"/> Projector	<input type="checkbox"/> Screen	<input type="checkbox"/> PC Laptop	<input type="checkbox"/> Easel	<input type="checkbox"/> TV	<input type="checkbox"/> DVD	<input type="checkbox"/> Piano	<input type="checkbox"/> Organ	<p><b>Sketch Your Desired Room Setup</b></p>
<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone										
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<input type="checkbox"/> PC Laptop	<input type="checkbox"/> Easel										
<input type="checkbox"/> TV	<input type="checkbox"/> DVD										
<input type="checkbox"/> Piano	<input type="checkbox"/> Organ										

Other Information/Special Requests: \_\_\_\_\_

\_\_\_\_\_

**Publicity:** Submit Communication Request Form to Communication Coordinator [jheiser@southhighland.org](mailto:jheiser@southhighland.org)

**Food:** Contact Eric Carey, Kitchen Director [ecarey@southhighland.org](mailto:ecarey@southhighland.org) at least 2 weeks prior to event

**Honorarium:** Submit Check Request Form to Dina Glass at [dglass@southhighland.org](mailto:dglass@southhighland.org).

**Bus or Van:** Submit Vehicles Request Form to Jeannie Jones [ijones@southhighland.org](mailto:ijones@southhighland.org).

**Nursery:** Contact Karen Weeks at [kbweeks1@gmail.com](mailto:kbweeks1@gmail.com).

**Sound/Video:** Contact John Heiser at [jheiser@southhighland.org](mailto: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.***