

SPECIAL MINISTRIES EVENTS SET-UP REQUEST FORM

***This form should be completed at least 2 weeks prior to the event.**

Name of Event: _____

Date of Event: _____ Today's Date: _____

Begin Time: _____ a.m./p.m. End Time: _____ a.m./p.m.

Location: _____

Requesting Ministry: _____

Contact Person: _____

Phone: _____ E-Mail Address: _____

Time when set-up must be completed: _____ a.m./p.m.

(Note: Please allow 2 hours between any events in the same location.)

Number of people attending: _____ Will refreshments be served? Yes No

Name of catering company: _____

Contact (w/ phone number): _____

Are tables and/or chairs required? Yes No

of round tables: _____

of rectangular tables: _____

of chairs: _____

Is there any other special equipment or furniture required? Yes No

Coat racks: _____ Paper Table Cloths: _____

Podium: _____ Additional Trash Cans/Recycling Bins: _____

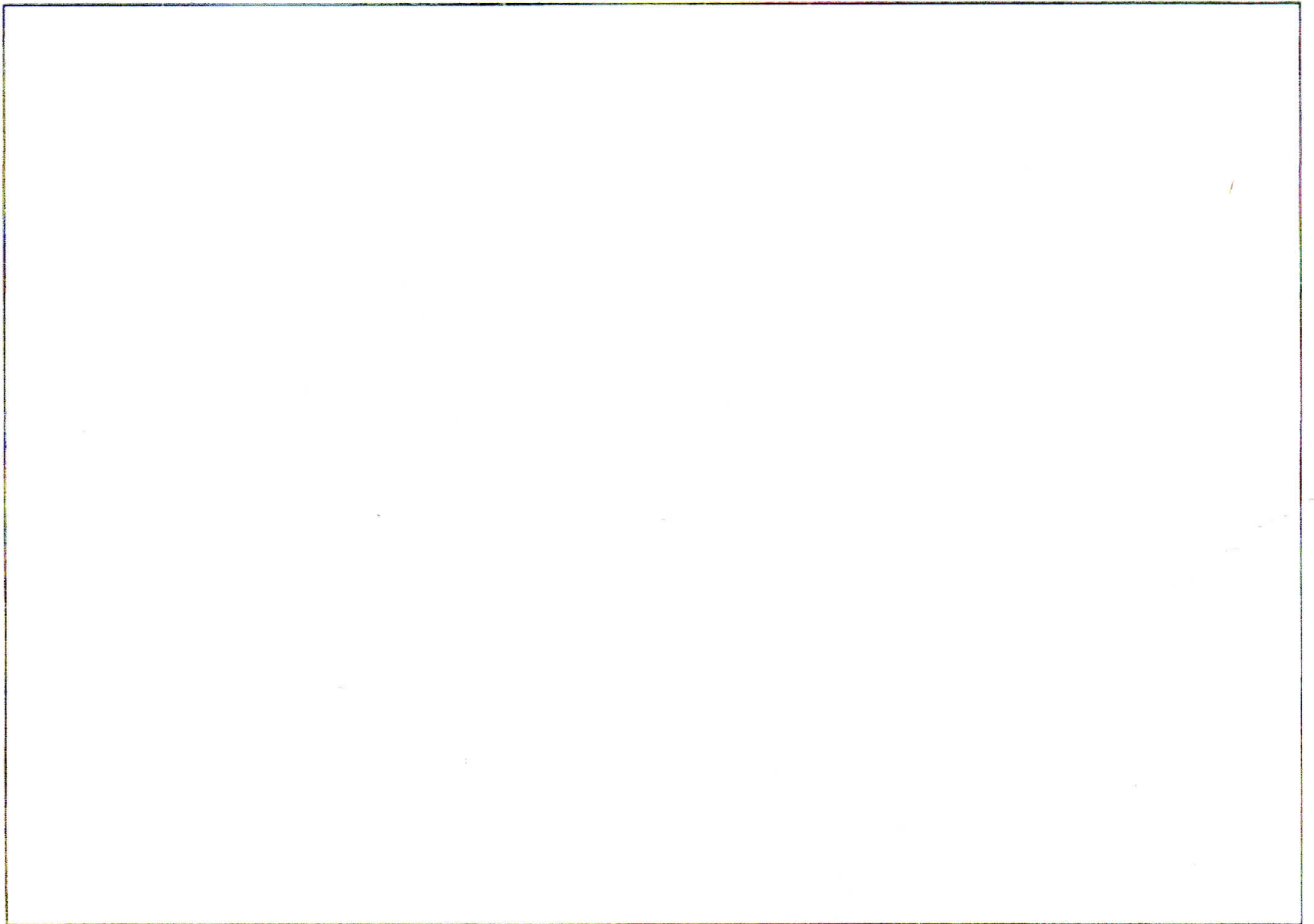
Microphone: _____ TV/DVD Television: _____

Microphone: _____ CD Player: _____ LCD Screen: _____

(Please carefully diagram room set-up on reverse of this form.)

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Please sketch the specific set-up for the room that you are reserving, noting the location of the furniture and any other specific requirements (e.g., coat rack location, trash bin location, etc).



Please fax your completed form to:
309-674-1950
or deliver to
Facilities Management
Pentecostal Church of Jesus Christ
401 Elm Street Peoria, IL 61605
If you have any questions, please call 309-674-1924
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