

Annunciation Greek Orthodox Church Request for Athenagoras Room Setup

Today's date _____

Return form no less than 14 days prior to event date. Place in Maintenance Office Mailbox, or mail to church, attn: Building Manager.

Requester Name _____

Phone Number (h) _____ (c) _____ Email _____

Group Name _____ Name of Event _____

Event Date _____ Start Time _____ am pm End Time _____ am pm

Date Room Setup Needed _____ Time Room Setup Needed _____ am pm

Expected Attendance _____ Number of church staff needed _____

Catering/Food:

Name of Caterer _____ Time of caterer arrival _____ am pm

Kitchen equipment use. Type of kitchen equipment to be used _____

Use refrigerator/cooler. Amount of space _____ Length of time _____

Check all that are needed:

Church China Silverware Plastic Utensils Water Pitchers

Coffee Carafes Salt/Pepper shakers Cream/Sugar Place Mats

Table linens Table Skirts (available for Philoptochos events only)

Audiovisual equipment Type _____

Rectangle Tables 8 1/2 x 2 1/2', seats 8-10 adults, 55 available. How many needed: _____

Round Tables 5' diameter, seats 8-10 adults, 30 available, How many needed: _____

Other (list) _____

Complete drawing below: Indicate location of table and chairs, table type(s) (round or rectangular)

