

# Annunciation Greek Orthodox Church Request for Main Hall 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)

