

# Annunciation Greek Orthodox Church Request for Library 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:**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Church China   | <input type="checkbox"/> Silverware  | <input type="checkbox"/> Plastic Utensils | <input type="checkbox"/> Water Pitchers |
| <input type="checkbox"/> Coffee Carafes   | <input type="checkbox"/> Salt/Pepper shakers                                   | <input type="checkbox"/> Cream/Sugar      | <input type="checkbox"/> Place Mats     |
| <input type="checkbox"/> Table linens   | <input type="checkbox"/> Table Skirts (available for Philoptochos events only) |   |   |
| <input type="checkbox"/> Audiovisual equipment Type _____   |  |   |   |
| <input type="checkbox"/> Rectangle Tables 8 1/2 x 2 1/2', seats 8-10 adults, 55 available. How many needed: _____ |  |   |   |
| <input type="checkbox"/> Round Tables 5' diameter, seats 8-10 adults, 30 available, How many needed: _____        |  |   |   |
| <input type="checkbox"/> Other (list) _____   |  |   |   |

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

