

FIRST CONGREGATIONAL CHURCH Room Set Up Form

**** Please make a copy of this form and place one copy in Felipe Hernandez's wall caddy and one in Beth Tracy's mailbox. Please do so four business days in advance, when possible. ****

Room Requested:

Date of Event:

Time of Event:

Sponsoring Organization:

Contact Person & Phone Number:

Start & Expected End Time

Access time/set-up by:

Unlock doors at what time?

Safe to lock doors at what time?

Number of Chairs:

Number of Tables:

BEVERAGE ___ Lemonade ___ Hot Water

AUDIO VISUAL

___ Cup Regular Coffee Pot ___ Cup DeCaf Pot

LCD Projector Laptop Screen

Microphone/Stand Wish to play music through sound system (Plymouth Hall Only)

Podium Flip Chart Dry Erase Board

PLEASE NOTE:

If any food is brought in ahead of time, please make sure it is clearly labeled. Food and/or papergoods must be disposed of and/or recycled after the meeting. We ask that all trash be bagged and tied and all tables be wiped down. Please note the items on the "Green" list by the light switch and refer to the posted kitchen policies.

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT SCOTT WILLIAMS
AT 708/246-1900 OR SCOTT@WSCONGO.ORG**

PLEASE DRAW BELOW A DIAGRAM OF THE ROOM SET UP AS YOU WOULD LIKE IT.