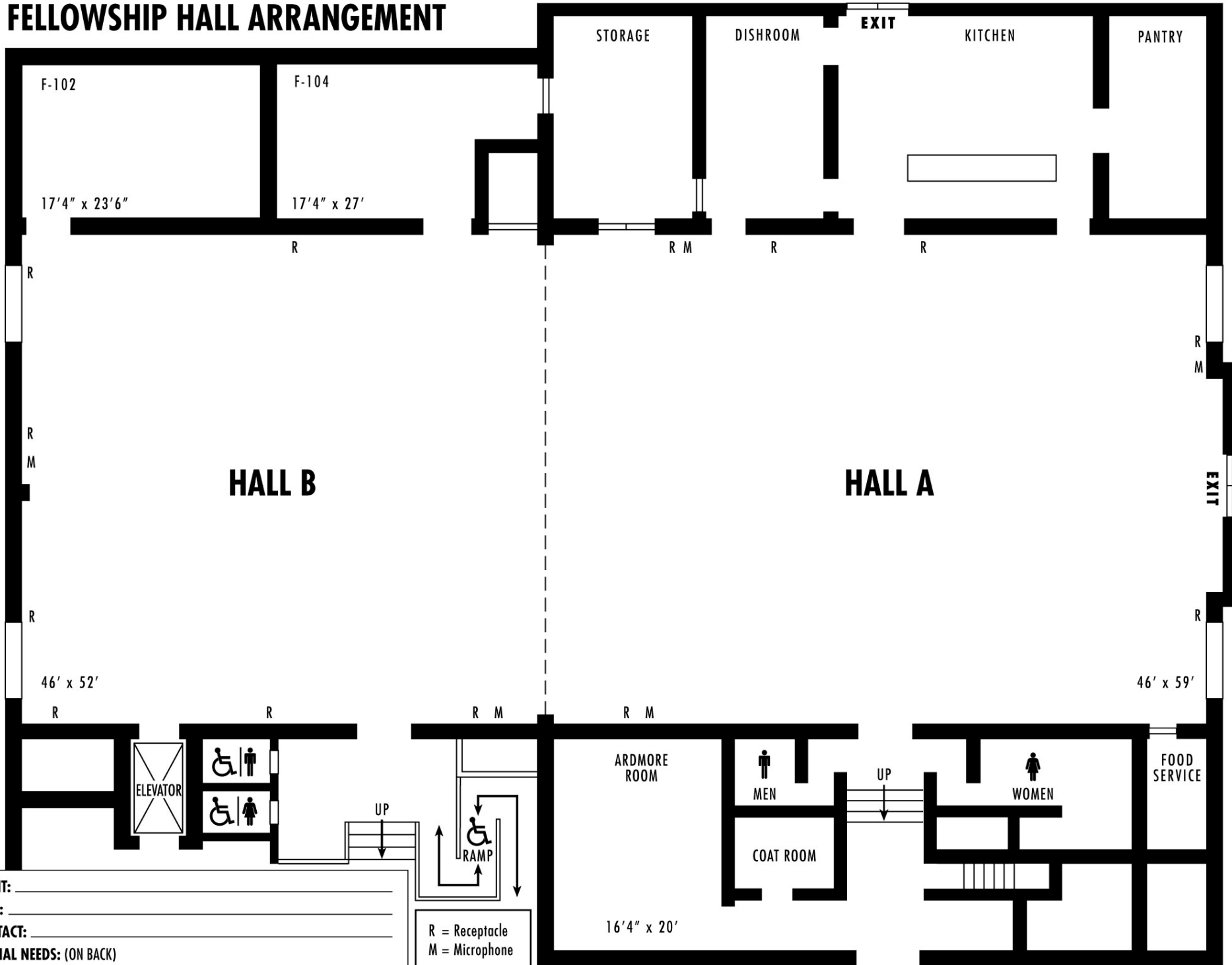


FELLOWSHIP HALL ARRANGEMENT



EVENT: _____
DATE: _____
CONTACT: _____
SPECIAL NEEDS: (ON BACK) _____

R = Receptacle
 M = Microphone

FELLOWSHIP HALL ARRANGEMENT FORM

This diagram will help the church staff with proper scheduling of custodial personnel and insure the room is arranged the way you want it.

EVENT: _____

CONTACT PERSON: _____

SET-UP NEEDED BY: (DAY & TIME) _____

TIME EVENT BEGINS _____ ENDS: _____

ROOM/AREA _____

EQUIPMENT NEEDED:

NUMBER OF CHAIRS: _____
ARRANGED AT TABLES _____ OR CIRCLE _____
OR SEMI-CIRCLE _____ OR THEATRE ROWS _____

NUMBER OF TABLES: _____ 6' Rectangular (seats 6)
_____ 6' Square (2 Rectangular tables pushed
together-seats up to 10)
_____ 6' Round (seats 10)

OTHER EQUIPMENT NEEDED:

___ PIANO ___ LECTERN ___ SOUND SYSTEM ___ MIC/S

___ TV/VCR ___ PROJECTOR/SCREEN ___ EASEL/S

___ SMALL TABLE

OTHER _____

Maintenance staff will provide basic arrangement and are not responsible for table cloths or decorations.

PLEASE RETURN TO ADMINISTRATIVE ASSISTANT TWO WEEKS IN ADVANCE OF EVENT

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