

ROOM ARRANGEMENT DIAGRAM

ARDMORE BAPTIST CHURCH

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: __ AT TABLE/S __ SEMI-CIRCLE __ CIRCLE __ THEATRE ROWS

NUMBER OF TABLES: __ 6' RECTANGULAR (seats 6) __ 6' ROUND (seats 10)

__ 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 SECRETARY TWO WEEKS IN ADVANCE

ARDMORE BAPTIST CHURCH

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