

Tower Hill Room Set-Up Form

*Email this form to sfalzone@towerhillchurch.org no later than **10 working days** before the event.*

Event Name:	Date:	Room(s):
Person in Charge:	Start time: End time:	Number Attending:
Phone Number:	VIDEO NEEDED? Yes No	Circle if needed
Email:	AUDIO NEEDED? Yes No	

Coffee/tea set-up _____	paper plates _____	paper table cover _____
napkins _____	other _____	

<u>Please use these symbols in the diagram:</u>			
<input type="checkbox"/> long table	<input type="checkbox"/> round table	<input type="checkbox"/> card table	X chair