Event Approval & Room Set Up Form

Email or give this form to rob@towerhillchurch.org for Staff Approval

Event Name:	Date:	Room(s):
Person in Charge:	Time: to	# attending
Phone Number: Email:	Video Needed?: _____ Audio Needed?: _____	

Complete event description:

Goal of Event:

coffee/tea set-up _____ paper plates _____ paper table cover _____

napkins _____ other _____

Please use these symbols in the diagram:

▭ long table ◯ round table ☐ card table X chair

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Staff Approval Initials _____