

Burnt Store Presbyterian Church Meeting Room Request Form

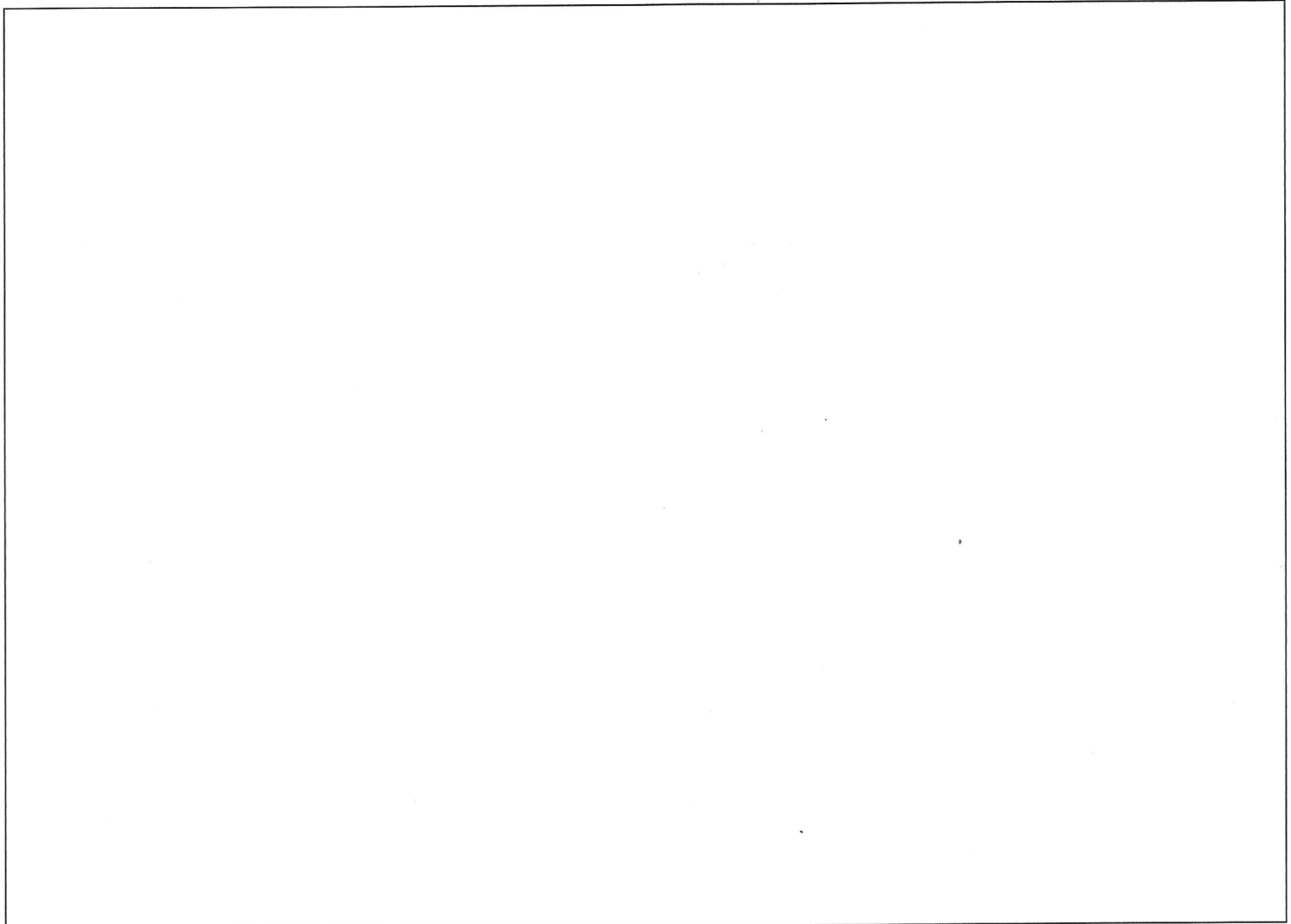
☐ New Request ☐ Change

Meeting Date (s): _____ Repeat: ☐ no ☐ weekly ☐ monthly ☐ yearly

Meeting Name: _____ Room: _____

Start Time : _____ End Time: _____ Estimated # of attendees: _____

Room Set-up: Please draw a diagram of how you would like the room arranged. We will attempt to accommodate your request.



Please circle the item(s) you need:

Lectern

Head Table

Flipchart w/markers

Chairs

TV/VCR/DVD

Tape/CD player

Desk Chairs

Overhead

Sound/Microphone

Tables and chairs

Screen

Other:

Your Name: _____ Today's Date: _____

Contact information: (phone) _____ (email) _____

RETURN THIS FORM TO THE OFFICE ADMINISTRATOR