

# REQUEST FOR CHURCH SET-UP

To: Church Office, Isiah, Diaconate, Bill Johnson, Sound (if needed)

From: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Date Set-up Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_

Room(s) requiring set-up \_\_\_\_\_

Is this a permanent or temporary set-up? Please explain:

---

---

Number of Tables: \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Podium/ Screen/ Microphone/Video Projector/ Recording Needed?

*Please indicate which needed below*

---

---

Diagram (use back of page): Please draw the room and place the tables, chairs, etc. in the position you want for your meeting/activity.

*Please complete and submit this form to the church office as soon as possible to insure timely response. For any questions regarding facility usage, please contact the Church and Ministries Administrator at 646-9631 or by email at [cb@covenantlakeland.org](mailto:cb@covenantlakeland.org).*