

Bradley Hills Presbyterian Church  
Single Day/Date Room Set-Up Request  
Please submit multiple forms for multi-day room set-ups.

Assigned to \_\_\_\_\_  
Completed by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**EVENT INFORMATION**

Event or Activity: \_\_\_\_\_  
Event Day and Date: \_\_\_\_\_  
Room Reserved: \_\_\_\_\_  
Time Room to be ready: \_\_\_\_\_  
Event start time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
Contact Person at Event \_\_\_\_\_ Phone: \_\_\_\_\_  
Person Making Set-up request \_\_\_\_\_ Phone: \_\_\_\_\_  
Date and time of this request: \_\_\_\_\_

**EQUIPMENT NEEDED**

6' Rectabgular Tables _____	Round table for 8 _____	Chairs _____
4' Rectangular Tables _____	Round table for 10 _____	
Other Equipment: _____		
_____		
_____		

**SPECIAL INSTRUCTIONS**

_____
_____
_____
_____

Perpare a sketch of the room set-up here. Use back of form if additional space is needed.