

# SANCTUARY RESERVATION FORM

ALL EVENT REQUESTS MUST BE TURNED IN TOGETHER WITH THIS FORM BEFORE THE EVENT CAN BE PLACED ON THE CALENDAR TO JANET WOOD AT LEAST 2 WEEKS IN ADVANCE OF THE EVENT

NAME: \_\_\_\_\_ EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ AMOUNT OF PEOPLE EXPECTED: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Cell \_\_\_\_\_ GROUP INVOLVED: \_\_\_\_\_

TIME FOR SET-UP: \_\_\_\_\_ TIME STARTING: \_\_\_\_\_ TIME ENDING: \_\_\_\_\_

Please draw a rough draft as to how you would like the room set up for your event.

piano door

piano

organ door

organ

Candelabras: \_\_\_\_\_ Style: Angle/Peaked \_\_\_\_\_  
Window Treatments: \_\_\_\_\_ Piano/Organ Treatment: \_\_\_\_\_  
Covenant Table: \_\_\_\_\_ Unity Candle: \_\_\_\_\_  
Pew Treatments: \_\_\_\_\_ Aisle runner: \_\_\_\_\_  
Guest Book Stand: \_\_\_\_\_ Portrait stand: \_\_\_\_\_

SOUND MAN (**CHECK YES IF YOU NEED A MIC**):  YES  NO / SOUND EQUIPMENT NEEDED:

(\*NOTE TO CHURCH OFFICE: COPY FORM TO MEDIA COMMITTEE IF SOUND IS REQUESTED\*)