

WESTMINSTER PRESBYTERIAN CHURCH EVENT REQUEST WORKSHEET / FLOOR PLAN

In an effort to better serve those groups requesting use of the facilities here at Westminster Presbyterian Church, we ask that you complete the information below in its entirety. It is important that you complete this form with the most current information possible as to better help the staff in determining the level of resources needed to properly support your event. Please return this form to the church office **AT LEAST TWO WEEKS PRIOR TO YOUR EVENT** in order to secure the date(s) requested. Your date(s) will not be secured without this completed form! Someone from the WPC scheduling office will contact you regarding the status of your request. Any change, revision or cancellation should be communicated to the business office immediately.

CONTACT INFORMATION

Name: _____ Email: _____

Group Name: _____

Phone Numbers: (H) _____ (C) _____ (W) _____

EVENT REQUEST INFORMATION

Event Name: _____ Event Type/Group: _____

Date of event: _____ Day(s) of event: M T W TH F SA Sun

Event Start Time: _____ a.m./p.m. Event End Time: _____ a.m./p.m.

Reservation Start Time: _____ a.m./p.m. Reservation End Time: _____ a.m./p.m.

Number of people in attendance: _____ Time building should be unlocked: _____

Number of round tables requested: _____ Number of chairs per table: _____ (WH A, B & C only)

Number of 6 foot tables requested: _____ Number of chairs per table: _____

Number of 8 foot tables requested: _____ Number of chairs per table: _____

BUILDING REQUEST INFORMATION

Please indicate which building(s) are being requested:

- _____ Westminster Hall (Sec. A, Approx. 200 ppl.) (Sec. B, Approx. 150 ppl.) (Sec. C, Approx. 200 ppl)
- _____ Westminster Hall Chapel (Approx. 150 people)
- _____ Westminster Hall Parlor (Approx. 25 people)
- _____ Westminster Hall Other (_____)
- _____ Sanctuary (Approx. 700 people)
- _____ Anne Burns Sanford Parlor (Approx. 45 people)
- _____ Sanctuary Conference Room
- _____ Multi-Purpose Building Gym (Approx. 200 people)
- _____ Multi-Purpose Building Other (_____)
- _____ Administrative Office Building Small Conference Room
- _____ Administrative Office Building Large Conference Room
- _____ Westminster Park (must be approved by Dick Spatola) Date Approved: _____
- _____ Arts Academy (must be approved by Don Piers) Date Approved: _____
- _____ Courtyard
- _____ Off Site Event
- _____ Other (_____)

FOOD SERVICE NEEDS

Yes No

Breakfast Lunch Dinner Reception (Buffet Only)

Linen Needs: Tablecloths # _____ Napkins # _____

Paper products: Yes No Plates Cups Forks Spoons Napkins

China: Yes No

Additional food service needs (be specific): _____

AUDIO NEEDS

Microphone: Yes No

Headset # _____ Handheld # _____ Group Microphone # in group _____

CD played: Yes No Operator Training Needed: Yes No

Additional audio needs (be specific): _____

VIDEO NEEDS

Do you need to play a DVD at your event: Yes No Do you need the event videotaped: Yes No

Do you need to play a DVD on the screens in any room that has a screen in place: Yes No

If there are no screens in your location, will you need a portable screen: Yes No

Do you need a video produced: Yes No If yes, please fill out a Video Request Form available in the Visual Arts Department.

Additional video needs (be specific): _____

COMPUTER NEEDS

Will you be providing a computer presentation (i.e. PowerPoint): Yes No

Operator Training Needed: Yes No

Do you need a computer presentation prepared for you (i.e. PowerPoint, Pictures, Graphics, etc.): Yes No

NOTE: Personal Laptops cannot be used in Westminster Hall. If needed, we can provide a laptop for your event. Personal laptops can be used in the Westminster Hall Chapel and on portable screens.

STAGE LIGHTING (Westminster Hall ONLY):

Yes No Operator Training Needed: Yes No

MISCELLANEOUS NEEDS

Nursery/Childcare: Yes No age groups: _____

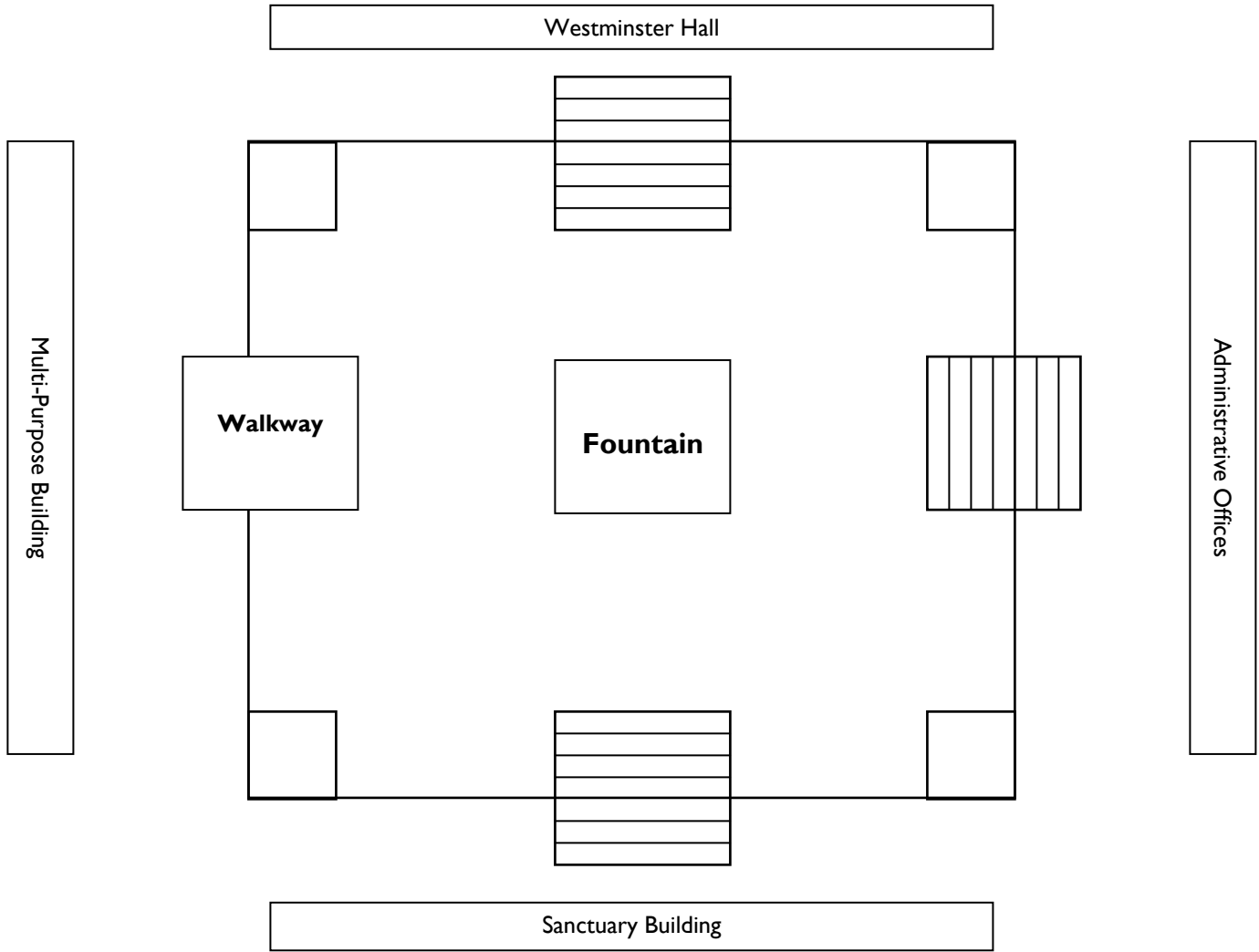
Lectern: Yes No

Stage Requested (use of 24' x 8' Permanent Stage, front section only in Westminster Hall): Yes No

Do you need additional staging: Yes No _____ # sections Risers: Yes No _____ # sections

NOTE: Back part of stage cannot be cleared due to church programming!

Court Yard



Office Use only:

Original Information:

Date Received: _____
 EMS Date: _____
 Date Distributed: _____
 Date Discussed: _____ A/D
 Event Rating: 1 2 3 4 5 6 7 8 9 10
 Correspondence/Questions/Email: _____

Revision Information:

Date Received: _____
 EMS Date: _____
 Date Distributed: _____
 Date Discussed: _____ A/D
 Event Rating: 1 2 3 4 5 6 7 8 9 10

2nd Revision Information

Date Received: _____
 EMS Date: _____
 Date Distributed: _____
 Date Discussed: _____ A/D
 Event Rating: 1 2 3 4 5 6 7 8 9 10

All event worksheets will be distributed to the following:

- | | | | | |
|--|---|--|--|--|
| <input type="checkbox"/> Lori Bendickson | <input type="checkbox"/> Jason Courtney | <input type="checkbox"/> Jonathan Courtney | <input type="checkbox"/> Jimmy Ennis | <input type="checkbox"/> David Flowers |
| <input type="checkbox"/> Erin Latham | <input type="checkbox"/> Michele Martin | <input type="checkbox"/> Rich McKenrick | <input type="checkbox"/> Tammie Phillips | <input type="checkbox"/> Don Piers |
| <input type="checkbox"/> Olivia Williams | | | | |

Date Event Reviewed: _____

Overall Event Rating: 1 2 3 4 5 6 7 8 9 10

Rating Notes: _____