

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 **NO SOONER THAN FOUR MONTHS BEFORE and NO LATER THAN TWO WEEKS PRIOR TO YOUR EVENT** in order to secure the support staff needed. 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 NO LATER THAN TWO WEEKS PRIOR TO THE EVENT.

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 Can you provide Operator: 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 Business Office.

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

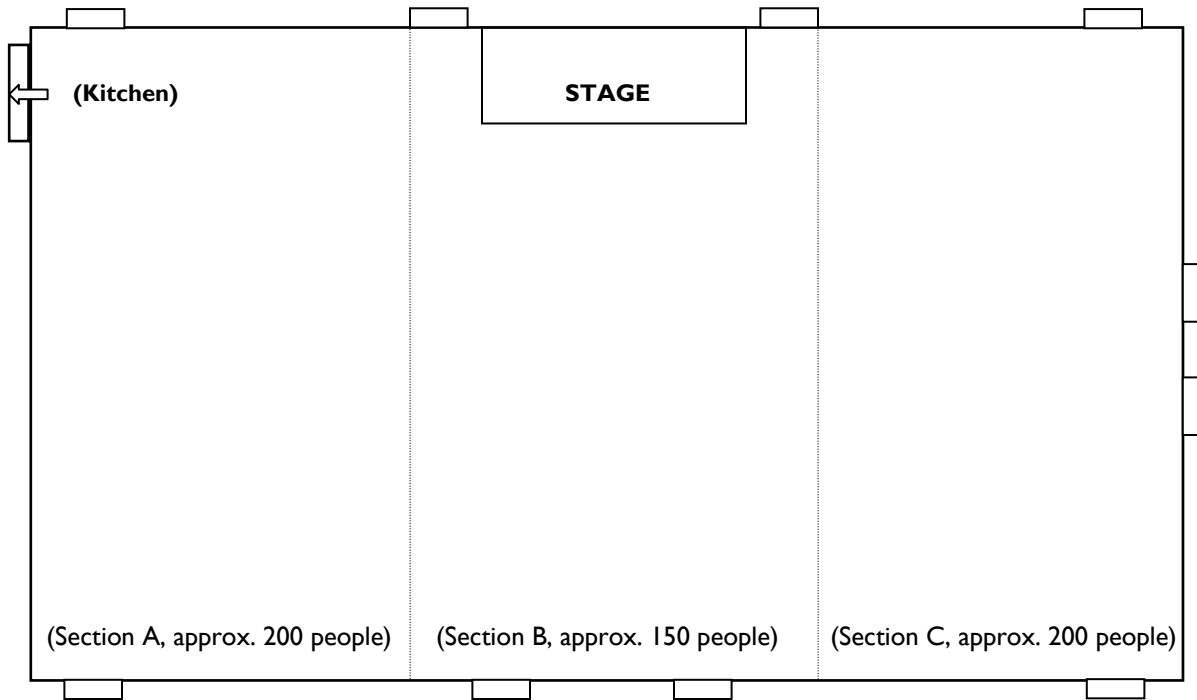
Do you need additional staging: Yes No _____ # sections Risers: Yes No _____ # sections

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

Below please indicate floor plan for appropriate space.

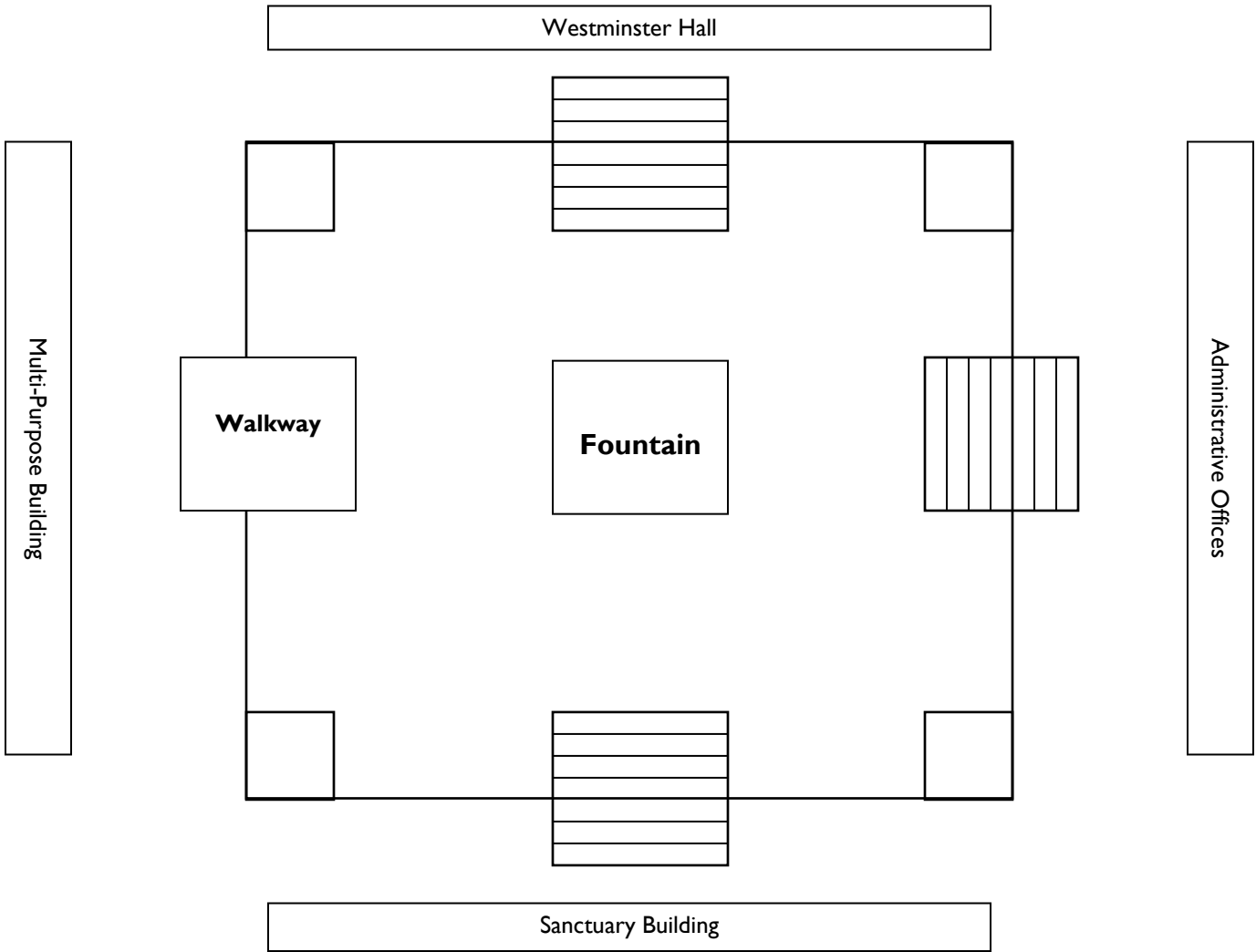
Westminster Hall

(Dotted line indicates divider wall)



Additional Information (Please describe any other event request)

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

Date Event Reviewed: _____

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

Rating Notes: _____