

Facility Set-Up Community Hall

Event _____ Date of Event _____

Time of Event _____

Event Contact Person _____ Phone _____

Set-up completed by _____ (date & time)

Facility:

Community Hall _____

Gym _____

MCMR - 1st floor _____

MCLR – 2nd floor _____

Other _____

Tables / Chairs needed:

round tables _____

long tables _____

chairs _____ chairs around tables ____yes ____no

lunch tables _____

Other items needed:

US flag _____

microphone _____

podium _____

tv/vcr/dvd _____

extension cord _____

partitions _____ (2 maximum)

Please diagram room set-up on the reverse side.

Community Hall

Church

Church Doors

Church

Community
Hall
Doors

School
Doors

Kitchen

Loading
Dock

Door

Windows