

# FUNCTION SHEET

Function Sheets need to be turned into the church office at least one week prior to your event.

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DATE(S) OF EVENT \_\_\_\_\_ SET UP ON \_\_\_\_\_  
TIME \_\_\_\_\_ a.m./p.m. TO \_\_\_\_\_ a.m./p.m. NUMBER OF PEOPLE \_\_\_\_\_  
GROUP \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

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IS CHILD CARE NEEDED? \_\_\_\_\_ NO \_\_\_\_\_ YES Number of Children \_\_\_\_\_

IS PARKING LOT SECURITY NEEDED? \_\_\_\_\_ NO \_\_\_\_\_ YES What Time? \_\_\_\_\_

IS A CUSTODIAN NEEDED? \_\_\_\_\_ NO \_\_\_\_\_ YES What Time? \_\_\_\_\_

(To open/close building, cleaning other than the kitchen)

\* IS A MAID NEEDED? \_\_\_\_\_ NO \_\_\_\_\_ YES What Time? \_\_\_\_\_  
(To clean kitchen only)

\* IF "NO" OR MAID IS NOT AVAILABLE, NAME OF PERSON RESPONSIBLE FOR CLEANING  
KITCHEN \_\_\_\_\_

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## AREA(S) NEEDED

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Parlor \_\_\_\_\_ Sanctuary  
\_\_\_\_\_ Choir Room \_\_\_\_\_ Chapel \_\_\_\_\_ Library \_\_\_\_\_ Elevator  
\_\_\_\_\_ Resler Hall/room(s) \_\_\_\_\_  
\_\_\_\_\_ Trinity Hall/room(s) \_\_\_\_\_  
\*\* \_\_\_\_\_ Kitchen: Appliances Needed \_\_\_\_\_ Ovens \_\_\_\_\_ Stove Top \_\_\_\_\_ Warming Trays  
\_\_\_\_\_ Dishwasher \_\_\_\_\_ Refrigerator \_\_\_\_\_ Freezer

\*\* PERSON OR GROUP WHO BOOKS THE EVENT IS RESPONSIBLE FOR CONTACTING  
SANDRA RAYGOZA FOR INSTRUCTIONS ON OPERATING THIS EQUIPMENT.

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## SET UP REQUIRED

\_\_\_\_\_ # of round tables (6') \_\_\_\_\_ # of long tables \_\_\_\_\_ # of chairs \_\_\_\_\_ microphone  
\_\_\_\_\_ Podium \_\_\_\_\_ TV/VCR \_\_\_\_\_ Coffee/Tea \_\_\_\_\_ other \_\_\_\_\_  
\_\_\_\_\_ Tablecloths Name of person responsible for laundering \_\_\_\_\_  
Tablecloths must be laundered and returned within 48 hours so they may be used by another group.  
Tablecloths: \_\_\_\_\_ red check \_\_\_\_\_ yellow check \_\_\_\_\_ green check \_\_\_\_\_ blue check \_\_\_\_\_ solid red  
\_\_\_\_\_ other (please explain) \_\_\_\_\_

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PLEASE USE THE SPACE BELOW TO DRAW A DIAGRAM OF THE SET UP YOU NEED.  
IF YOU NEED MORE SPACE, USE THE BACK OF THIS FORM.

