

# Room Set-Up Request

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**THE ROOM MUST BE  
READY BY:**

Please submit this form to Heidi Segal (HSegal@AdatElohim.com), a minimum of TWO weeks prior to the event date. You may call the office if you have questions, 805-497-7101.

Name of Event	Date	Start Time	End Time	# People

Furniture	# Needed
8' tables	
Card tables	
72" round tables	
60" round tables	
Chairs	
Podium	
High Table	
Low Table	

Supplies	✓ Needed
Coffee - Regular	
Coffee - Decaf	
Tea	
Water	
Lemonade	
Hot cups	
Cold cups	
Plastic utensils	
Napkins	=
Dinner plates	
Dessert plates	
Tablecloths	

Room(s) Requested

Caterers/Vendors	Time

AV Equipment	✓ Needed
Projector	
DVD player	
Screen	
Microphones	

<b>Approved by:</b>
<b>Date:</b>

**ADDITIONAL INSTRUCTIONS**

**Please complete room the  
Room diagrams on page 2.**

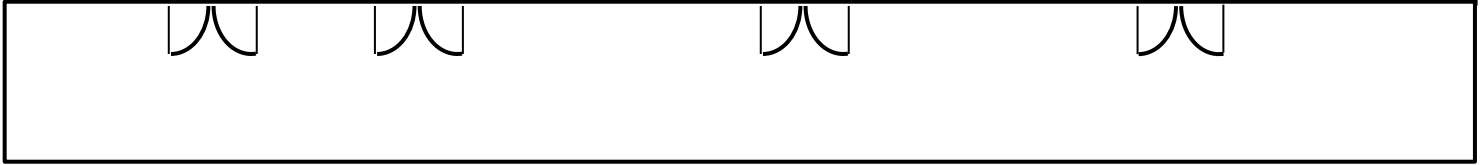
Event Name \_\_\_\_\_  
Event Date \_\_\_\_\_

Social Hall

Kitchen

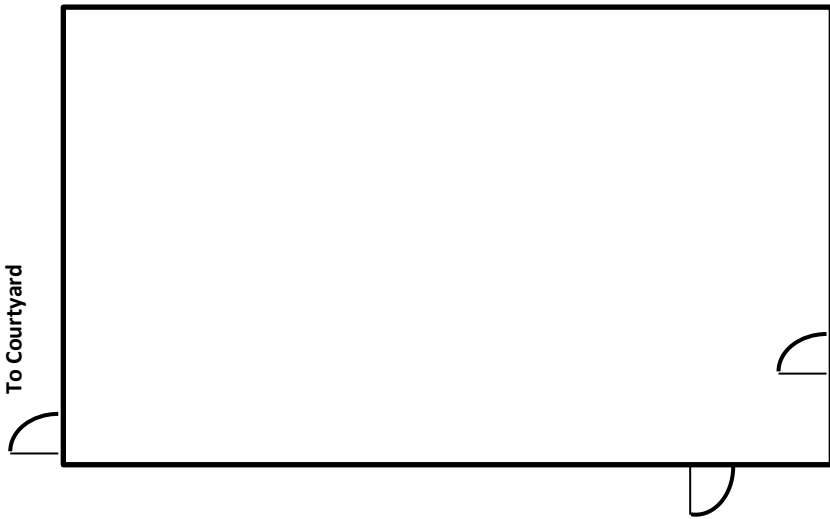
To Sanctuary

Stage



Foyer

Youth Lounge



To Courtyard

To Playground

Room 5 & 6

