



Westminster Presbyterian Church Event Information Form

Event Information:

Event Title: _____

Ministry/Organization: _____

Is this a Westminster Organization? Yes ___ No ___ Estimated Number of Attendees: _____

Fee amount for space: \$ _____ *(This will be decided by the Office Administrator)*

Contact Person: _____ Phone Number: _____

Email: _____

Occurs:

Daily ___ Weekly ___ Monthly ___ Quarterly ___ Bi-Annually ___ Yearly ___

Set Up Date: _____ Start Time: _____ End Time: _____

Event Date: _____ Start Time: _____ End Time: _____

Location: (Please place check on appropriate line)

On Campus ___ Off Campus ___ | Inside Building ___ Outside Building ___

Room/Space Needed *(For office use only)*

If inside the building, room(s) needed: _____

If outside the building, space(s) needed: _____

Bus/Driver Information:

If off campus, will you need the bus? Yes ___ No ___

If yes... Bus Driver Name: _____ Bus Driver Phone: _____

Is driver registered with church? Yes ___ No ___

If not registered... *(For office use only)*

Driver's License _____ Date: ___/___/___ Questionnaire _____ Date received: ___/___/___

Room Setup: Please write a check mark or number on all that apply below

Table(s): # ___; Type Round ___ Rectangle ___ Chair(s): # ___

Drinks: Coffee ___ Water ___ Hot Tea ___ Iced Tea: Sweet ___ Unsweet ___ Lemonade ___

Other _____

Audio/Visual Information:

Please write a check mark in all that apply below...

___ We will need to use the churches audio/visual equipment

___ We will be using our own audio/visual equipment

___ We will need no audio/visual equipment

We will need... (Consider Quantities)

Podium #___ Screen #___ Projector #___ DVD Player #___ Laptop(s) #___ TV #___ Apple TV #___

Speaker #___ Wired Mic(s) #___ Wireless Mic(s) #___ Lapel Mic #___ Easel(s) #___ Flip Chart #___

White Board #___ HDMI Cord(s) #___ Adapters #___

If you will need assistance before or during your event with any of the things listed above, please list what you will need assistance with and for how long, below:

Room Setup: (Someone from the office will contact you to receive this information)