

ROOM SET-UP FORM

Please submit copies to: Troy Bryant 2 weeks prior to event.

Complete this form once your meeting/event has been added to the church calendar.

Request made by: _____ Today's Date: _____

Phone Number: _____ Email: _____

NAME OF EVENT/MEETING: _____

Date(s) of Event: _____ Monthly: _____ Weekly: _____ Special: _____

Start Time: _____ am/pm End Time: _____ am/pm

Number of people expected for the event? Adults/Youth _____ Children _____

LOCATION OF EVENT: Asbury _____ **Epworth** _____ **Wesley** _____

Which Area: _____

Room set-up – please draw a diagram on the back of this form.

EQUIPMENT REQUEST: Chairs: _____ Round Tables: _____

Rectangle Tables: _____ Pulpit: _____ Altar Table: _____ Lectern: _____

Projection Screen: _____ TV/VCR: _____ TV/DVD: _____

Other: _____

Sound Equipment: Please contact Troy Bryant @ Troy@madisonfumc.com or 706-474-8769.

YOUR GROUP IS RESPONSIBLE FOR THE FOLLOWING:

1. Remove trash from the rooms. For large events trash needs to be taken to the dumpster on the church property.
2. For all other meetings, trash is to be placed in garbage cans and set outside the room.
3. Please return any last minute borrowed items taken from other rooms.
4. Madison First UMC table clothes are to be cleaned and returned to church within 3 days.
5. Turn out the lights.
6. When exiting the building please make sure the outside door is locked.

CHILDCARE: Please contact Debbie Britt @ DBritt@madisonfumc.com or 404-909-7990.