

Saints Constantine and Helen Church  
Event Set Up Request

Name of Event
Location

Organization Sponsoring Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time Frame \_\_\_\_\_ Approx # Guests \_\_\_\_\_

Date that the area needs to be ready for the committee to finalize set up \_\_\_\_\_

CONTACT PERSON & Phone # \_\_\_\_\_

CHEF & Phone # \_\_\_\_\_

*Please indicate how many of each of the following will be required*

\_\_\_\_\_ 6' Foot Tables      \_\_\_\_\_ 10" Plates      \_\_\_\_\_ Coffee Carafes      \_\_\_\_\_ Stages/Skirted

\_\_\_\_\_ 8' Foot Tables      \_\_\_\_\_ 7" Plates      \_\_\_\_\_ Water Pitchers      \_\_\_\_\_ Microphone

\_\_\_\_\_ Round Tables      \_\_\_\_\_ Bowls      \_\_\_\_\_ Salt/Pepper      \_\_\_\_\_ Podium

\_\_\_\_\_ # Chairs      \_\_\_\_\_ Coffee Cups      \_\_\_\_\_ Sugar Bowls      \_\_\_\_\_ White Board

\_\_\_\_\_ Plastic Tablecloths      \_\_\_\_\_ Napkins      \_\_\_\_\_ Creamers      \_\_\_\_\_ Lg Screen TV

\_\_\_\_\_ Buffett Table Skirting      \_\_\_\_\_ Forks      \_\_\_\_\_ Bread Baskets

\_\_\_\_\_ Spoons

\_\_\_\_\_ Knives

\_\_\_\_\_ Contact the church office for special requests and fees for China, Glass, Silverware etc

Organization is required to arrange clean up of area      Please indicate your choice

Organization will clean up       Janitorial Service will clean up @ \$\_\_\_\_\_/hour

Additional Information/Requests

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**\*\*\* Diagram of Set up on the back (if applicable) \*\*\***

Office use only:

Date Received \_\_\_\_\_

Date set up needs to be completed \_\_\_\_\_