

FACILITIES REQUEST

Please submit this form to Brenda Keith, bkeith@southhighland.org in the church office as soon as possible (at least 3-4 weeks in advance) to reserve your date, space, etc.

Ministry/Church Group: _____

Event Name: _____

Day(s) & Date(s) of event: _____ Time(s): _____

Number of people expected: _____ Room assigned: _____

Time to be set up: _____ Time to be vacated: _____

Room Arrangement

Furniture Needs

Tables: Round: # _____ 8 foot: # _____

Chairs: # _____ Tablecloths: Yes No

Equipment Needs

PC Laptop	Projector	Projection screen
Podium/Lectern	with mike	Television
VCR	Easel	Piano
Organ	Sound System	

Do you need PR or promotion? (circle) Bulletin Over the Mountain Journal Posters
Highlights Website Other: _____

Email to Suzanne Cornett at scornett@southhighland.org & Brenda Keith at bkeith@southhighland.org with all details (who, what, when, where, how) at least six weeks before to arrange any of the above PR needs.

Do you have an outside speaker who needs an honorarium? (circle) Yes No
Contact Leah Gardner at lgardner@southhighland.org for arrangements.

Do you intend to have Joe provide food at your event? (circle) Yes No
Contact Joe Whitley at jwhitley@southhighland.org for availability & arrangements.

Do you need transportation vehicles? (circle if yes) 15 Person Bus 12 Person Van

Do you need nursery? Contact Katya O'Leary at koleary@southhighland.org for availability & arrangements.
(Non-church groups are responsible for providing their own nursery workers.)

Do you need Sound system? Contact John Heiser at johnh@o2ideas.com, John Robinson at jrdrum@bellsouth.net AND Sharon Doggett at sdoggett@southhighland.org.

Person making request: _____ Today's date: _____

Email address: _____ Phone: _____

(Office Use) Confirmed By: _____ Date: _____

Copied to: Sextons: _____ Kitchen: _____ Nursery: _____ PR: _____ Other: _____