EVENT PLANNING REQUEST

EVENT DATE:

For events requests that require assistance (i.e. tables, chairs, etc.), please fill out the information below and leave request in the basket in the Supply Room or email to facilities@wpcslc.org. You will receive a response to confirm whether the event has been booked and, if applicable, discuss details.

EVENT NAME:

EVENT TIME: **SETUP TIME:**

EVENT PURPOSE:

CONTACT NAME:

PHONE # : **EMAIL:**

BUILDING AND EQUIPMENT NEEDS

	EVENT LOCATION IN THE CHURCH
	SANCTUARY (CAPACITY 250 PEOPLE)
	FELLOWSHIP HALL (CAPACITY 80 PEOPLE)
	LOFT OPEN SPACE (CAPACITY 80 PEOPLE)
	GYM (CAPACITY 200 PEOPLE)
	BASEMENT DINING / SERVING AREA
	LIBRARY (ROOM 104 CAPACITY 20-30)
	CONFERENCE ROOM (ROOM 116)
	CHAPEL
	CHILDREN'S MINISTRY CLASSROOMS
	NURSERY (ROOM 130)
	ART CLASSROOM (ROOM 126)
	THEATER CLASSROOM (ROOM 128)
	CM CLASSROOM (ROOM 131)
	LOFT CLASSROOMS
	NORTH CLASSROOM (ROOM 355)
	SOUTH CLASSROOM (ROOM 356)
	CHOIR (ROOM 360)
	KITCHENS
	FELLOWSHIP HALL
	MAIN
	LOFT
	ADMIN BREAK ROOM
	ENTRANCES UNLOCKED
	SANCTUARY
	FELLOWSHIP HALL
	MAIN
	LOADING DOCK
	PRESCHOOL

EQUIPMENT NEEDED	
Tables are required to be covered	
8 FT RECTANGLE TABLE (16)	#
6 FT RECTANGLE TABLE (6)	#
6 FT ROUND TABLE (6)	#
5 FT ROUND TABLE (18)	#
4 FT ROUND TABLE (11)	#
CARD TABLE (1)	#
CHAIRS (PADDED 52)	#
CHAIRS (METAL 110)	#
SOUND SYSTEM IN SANCTUARY MICROPHONES & SPEAKERS	Y / N
SOUND SYSTEM IN THE GYM MICROPHONE & SPEAKERS (Members Only)	Y / N
PROJECTOR SCREEN	Y / N

ADDITIONAL NOTES

FOR CHURCH EVENTS

If desired: Please send your event information and a short blurb to communications@wpcslc.org.
Don't forget to indicate in your request how you would like it shared with the congregation.

DATE REQUEST SUBMITTED:

NAME:

DATE APPROVED:

APPROVAL SIGNATURE:

ADDED TO CALENDAR:

Updated 9.11.2018