



CHRISTFIRST
THE UNITED CHURCH OF CANADA

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REQUEST FOR ROOM SETUP

Must be requested at least 3 working days in advance!

Event Date:

Request Date:

Event Name:

Start Time:

End Time:

Rooms:

Custodian Requested To:

Check Heating/Air Conditioning as it 72F/22C

Look after complete setup Assist with Setup

Specify **what, how, when:**

Who will clean up after event?

Special Requirements:

Tables

Chairs

Audio/Video

Piano

Other Musical Instruments

Other Requests:

Setup Diagram:

Contact Person:

Name:

Phone:

Email:

This should open your email program and allow content editing & sending.
If it doesn't, please make sure to **SAVE form**, then **OPEN** in your .pdf reader.