

ROOM REQUEST FORM REVISED NOVEMBER 9, 2016

Date form being filled out: _____

Name of event:

Date of event:

Time –From _____ to _____ AM/PM

Name of person to contact:

Sponsoring group:

Number of people expected:

Daytime and cell phone number:

Do you want this phone number posted on the door?

Room requested:

Please describe the set-up for the room: (If necessary, draw a diagram of set-up here – add additional pages if necessary)

Please make an “X” next to each item needed:

Whiteboard and markers/eraser

chalkboard

VCR

DVD Player

lectern for speaker

microphone

easel

reception table Yes/No

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tables, how many? Enough for ____ people

Refreshments/paper goods: Please be specific in what you need.

- Plates (size)**
- Plastic Ware: Circle (Knives, Forks, Spoons)**
- Cups**
- Napkins**

Coffee (decaf, regular) /tea/hot water, sugar, sweet and low.

Garbage Cans One or two.

Water

Food requirements: cookies, etc.

Other:

Communication to the Temple Office:

Send to LESLIE in office for:

___ Add to Temple Calendar

___ Add to Website Calendar

___ Website calendar requires a blurb about the event. It should say: _____

REGISTRATION

All events at Temple can have ONLINE registration. This is encouraged.

___ Is event a Free Event for all? ___ Free Event for Temple members?

___ Paid event

___ Is event open to the PUBLIC

___ Is event ONLY for Temple member

Send to ROCHELLE in office for:

___ ONLINE registration.

___ Online registration -- needs details (time, date, place, cost, rvsp date, and a description blurb): _____
