

# Room Set Up Forms for GUMC

Name of person asking for request: \_\_\_\_\_ Today's date: \_\_\_\_\_

Phone number we can contact you with questions: \_\_\_\_\_

Room Requesting: \_\_\_\_\_ Date you requested work to be done: \_\_\_\_\_  
The Office may change your room if needed.

Fireside Room– 40, Wesley Room– 60, BenTena Room 120, Fellowship Hall 300

**Please check with the church calendar in the office before you request this.**

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

How many will be at this event: \_\_\_\_\_ Ending time of Event: \_\_\_\_\_

Will media devices need to be used if so what items are needed? \_\_\_\_\_

**Please note you will need to allow 4 days business days for large set ups.**

Please use the bottom selection to draw out any floor plans for the tables that is needed.

Please print clearly. Details are needed.