

FPC EVENT SETUP FORM

SUBMIT FORM 10 working days (M-F) prior to the event. (submissions turned in late will not receive priority.)

Submit form to: Karen Ackerson, Church office kackerson@fpctacoma.org Cell 253-255-5055

(David Spencer, Bldg. Super. dspencer@fpctacoma.org Cell 253-255-5023)

Name of Event _____

Date _____ Day of Week _____

ACTUAL Time of Event _____ ENDING Time of Event _____

Time You will Arrive BEFORE Event _____

Room Requested _____

Contact Person _____ Cell _____

Contact Person Email _____

Who will be responsible for locking doors, shutting off lights, unplugging coffee and hot water urns and removing all food?

Name _____ Cell _____

Coffee made for your church event? If yes, check one or both. ☐REGULAR ☐DECAFFEINATED

Hot Water for your event? If yes, Check ☐HOT WATER (tea bags will be supplied)

Hot cups stirrers napkins utensils will be provided (Outside events must supply own)

Equipment: Check items required. ☐podium ☐microphone ☐Avcart ☐screen

Please explain your room setup.
