

Give or Email to Margaret Bremer

Calendar Request Form
Completed on _____

ROOM SET-UP FORM

A Calendar Request Form must be completed also.

St. Andrew's Presbyterian Church

5308 Buffalo Speedway 77005

PHONE 713-667-1703

FAX 713-667-1734

email: mbremer@sapch.org

Day of Event: (circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date(s) of Event: _____

Time of Event _____

Name of Event: _____

Room # _____

Is this an update to a previously submitted form? Yes No

SET UP (Circle the items needed and indicate quantities)

Chairs _____ Rectangular (6 ft) Tables _____ Round Tables _____ Trapezoid Tables _____

TV/VCR _____ Overhead Projector _____ Screen _____ Extension Cord _____ Microphone _____

TV/DVD _____ Multimedia (LCD) Projector _____ Lectern _____ Sound system _____ Piano _____

Flipchart & Markers _____ Other: _____

ROOM ARRANGEMENT AND/OR SPECIAL INSTRUCTIONS:

(For additional space, use reverse side—and remember to FAX both sides!)

Requested by: _____ Phone: _____ Date: _____