

Today's Date: _____

— Please Use a Separate Form for Each Day of Your Event —

Date of Your Event _____ WABC Ministry Name _____

Your Name/Phone Number(s) _____

PLEASE READ BEFORE CONTINUING:

Please review your form and arrangements no later than 10 days prior to your event.

Changes will not be accepted after that time.

- ✂ **Sound and Video:** If you need sound/video, arrangements MUST be made no later than 10 days prior to your event. Please contact Rodney Harrison, Minister of Music, for ALL sound and video requirements (704-872-4139, ext. 3208, or: rodney@westernavenue.org). **Please note that if your event requires an extensive amount of sound/video set-up, a charge may be added.** Please request information from Rodney Harrison.
- ✂ Please, do not use tape on any doors. Magnets may be used on metal exterior doors. **No duct tape on doors, walls, floors, anywhere.**
- ✂ WABC will not be responsible for articles left after your event.
- ✂ Before leaving the event, please straighten the room and turn off the lights. The WABC cleaning service will take care of the trash cans, check restrooms, clean floors, and reset for the next event.
- ✂ All events must end no later than 10:00 pm.

What time does your event begin? _____ am/pm What time does your event end? _____ am/pm

What time do you need the room(s) set/room doors open? _____ am/pm

What room(s) are you reserving: _____

What entrance would you like unlocked: **Please Circle**

Fellowship Hall Children's Canopy Foyer/Worship Center Back Canopy Side Entrance

ROOM SET UP

You may draw a set-up diagram on the back of this form.

Sunday School Set-Up: Yes No - If No, Then:

5' white round tables: _____ Chairs at these tables _____

Rectangle tables: _____ Chairs at these tables _____

Extra chairs or tables: _____

Other Information:

FOR OFFICE USE ONLY:

Cleaning Service _____
 Custodian _____
 Kitchen _____
 Calendar _____
 Rodney _____
 Mark _____
 Greg _____

OPEN/CLOSE:

Cleaning Service _____
 Custodian _____
 Date of Event _____

NOTES:

Copy To: