

# Maintenance Work Request for SET-UP

**Please return this sheet to our custodian, JAVIER, or to his box in the Church Office.**  
(If this is an urgent request, please email Mike Workman: [mworkmanatl@gmail.com](mailto:mworkmanatl@gmail.com))

Today's Date \_\_\_\_\_

## SET-UP FOR EVENT OR MEETING

**EVENT/MEETING:** \_\_\_\_\_

**Date of Event/Meeting:** \_\_\_\_\_ **Starting Time:** \_\_\_\_\_

**Room(s) to be Used:** \_\_\_\_\_

Will user have a key? Yes  No  Open & closing times: \_\_\_\_\_

Day & Evening Phone #'s: \_\_\_\_\_

How is room to be arranged? (List number of tables, chairs, etc. or draw diagram)

Special Equipment Needed: (Circle)

- Clipchart    Microphone    Lectern    Movie Screen    VCR  
Tableclothes    Extra trash cans    Other: \_\_\_\_\_

Requested by: \_\_\_\_\_ Day & Evening Phone #'s: \_\_\_\_\_

Must be completed by \_\_\_\_\_ Set-up Complete: \_\_\_\_\_  
(Initial and date)