

EVENT ORDER

CITS MINISTRIES



DAY	DATE	TIME	ROOM	GUEST COUNT
Room Set Up By:		CONTACT INFORMATION		
Actual Event Start Time:		Name:		
Event End Time:		Phone:		
CAFÉ		Email:		
Café Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No		SET UP INFORMATION	
Notes:		Table Set Up:		
		Table Cloth:		
		Registration Table:		
		DJ/Choir:		
		Please attach copy of the room diagram		
MEDIA INFORMATION			SPECIFIC QUANTITIES	
Podium:			Black Chairs:	
Mic:			4' Table:	
Cordless Mic:			6' Table:	
Pro-Presenter:			8' Table:	
Stage Manager:			Round:	
Projector & Screen:			Café Table:	
TV:			High Top:	
Easel:			Pipe & Drape:	
Wifi:			DECORATIONS	
Merchandise Table:			List items needed from Events Closet	
Lighting:				
Notes:				

Facilities is only responsible for the setting up and breaking down of the room. Each ministry is responsible for full clean up at the end of the event. All Event Closet items should be cleaned and put back in the supplied bin and placed at the Event Closet door on the 3rd floor.

Signature

Date

Print name