

PHPC Event and Meeting Scheduling Form

Internal use only

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Today's Date:

Contact Name	
Email	
Phone	

Event Information

Event Description			
Event is:	<input type="checkbox"/> One Time	<input type="checkbox"/> Recurring	
Date(s) of Event		Start Time:	End Time:
		Time for setup:	Time for cleaning:
Space/Rooms <small>See next page for available spaces</small>			
Set Up Requested <small>Sketch desired room set up on next page</small>	<input type="checkbox"/> Round tables (for seating)	<input type="checkbox"/> Rectangular tables (for food)	<input type="checkbox"/> Projector/screen
	<input type="checkbox"/> Chairs		
Number of Attendees	Adults:	Children:	
Food/Beverages Served	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:	
Equipment Requested	<input type="checkbox"/> Zoom/OWL <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Extension Cord <input type="checkbox"/> Power Strip <input type="checkbox"/> Mics <input type="checkbox"/> TV/DVD <input type="checkbox"/> Specify		
Other Instructions <small>Please be specific</small>			

Office Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Note:		
Approved By		Date Approved	
Notified Approval		Calendar Entry Date	
Communicated to same day events?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Diagram Desired Room Arrangement

Depending on the date/time of event, you may be asked to reset the room.



Room Capacities

Location	Capacity
Sanctuary	500
Fellowship Hall	128 at tables, 250 chairs only
Jerusalem	30
Bethlehem	18
Emmaus	20
Nazareth	10
Cana	15