

Event Checklist for Committees

Name of Event: _____

Date of Event: _____

Contact: _____

Phone number: _____ E-mail: _____

Room(s) to be used:

Social Hall Library Sanctuary Lobby
Large Meeting Room Other _____

Time of Event: _____ To: _____

Beverages:

Coffee Tea Ice water Soda Wine Other _____

Tables:

60" Rounds _____ 66" Rounds _____
Longs (72" x 120") _____ 4-footers _____ Card table _____

Chairs: _____

Linens:

60" rounds _____ Longs _____ 66" rounds _____
Cloth color _____
Napkin count _____ Napkin color _____

Audio-Visual Needs:

microphone slide projector VCR/TV sound lectern
CD player _____ screen camcorder Sara's PC

Notes:

