FUMC Ann Arbor Room Setup Sheet

TO SCHEDULE A ROOM:

❶ Contact Adele Roy, Administrative Assistant, to place your event on church master calendar. 734-662-4536 ext. 11 or adele@fumc-a2.org

❷ Complete this form at least five days prior to your event and drop it off to the office or the Staff Correspondence mailbox.

Today's Date:

Group Name:	Event Title:
Your Name:	Phone Number:
Room:	Person Leading Event:
Date(s): day: Sun Mon Tue Wed Thu Fri Sat ☐ morning ☐ afternoon ☐ evening ☐ recurring weekly ☐ recurring monthly end date: _____	
Event Begins:	Event Ends:
Setup Time (if needed):	Cleanup Time (if needed):
Number of Tables needed:	Number of Chairs needed:

Room Arrangement:

Audio/Visual Needs: TV DVD VCR Microphone Podium
(circle all that apply) Overhead Projector Screen Easel Whiteboard Newsprint
Other: _____