



Sardis Presbyterian Church  
Event Request Form  
Groups A & B

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_  
Sponsoring Ministry \_\_\_\_\_ Start Time \_\_\_\_\_  
Coordinator's Name \_\_\_\_\_ End Time \_\_\_\_\_  
Phone \_\_\_\_\_ Setup Date & Time \_\_\_\_\_  
Email \_\_\_\_\_ Expected Attendance \_\_\_\_\_

**Requested Areas**

- Chapel
- Conference Room
- Dining Room
- Education Hall
  - + Kitchenette
- Ed Hall – Classroom # \_\_\_\_\_
- Fellowship Hall
  - + Kitchen
- Fellowship Hall – Classroom # \_\_\_\_\_
- Parlor
- Sanctuary
- Sardis House Classroom/Bedroom
- Sardis House Living Room
- Sardis House Multi-Purpose Room
  - + Sardis House Kitchen
- Scout Hut
  
- Outside
  - Fellowship Hall Porte Cochere
  - Sanctuary Parking Lot
  - Sanctuary Porte Cochere
  - South Lawn (Francis Property)
  
- None
  - Off-Campus
  - Virtual Meeting
  - Zoom meeting setup needed?  Yes  No

**Visual Equipment**

- Easel
- Flipchart
- Projector
- Screen
- TV on Cart
- Whiteboard

**Audio Equipment**

- Sound System

**Other Items**

- Bus
- Gas Grill

**Does Your Event Require...**

- Publicity  Yes  No  
Registration  Yes  No

*Your reservation is not complete until you receive confirmation from the Church Office.  
You will be contacted one week before your event to arrange your setup needs.*

**Key Contacts** (this form will be sent to the key contacts, but are provided for you in case you have follow-up needs):

Calendar/Bus: Danelle Kime ([danelle.kime@sardis.org](mailto:danelle.kime@sardis.org))

Facilities/Food/Setup/Visual Equipment: Mark Slimer ([mark.slimer@sardis.org](mailto:mark.slimer@sardis.org))

Audio Equipment: John Nipe ([john.nipe@sardis.org](mailto:john.nipe@sardis.org))

Publicity: Nikki Bolton ([nikki.bolton@sardis.org](mailto:nikki.bolton@sardis.org))

Registration: Robin Medlock ([robin.medlock@sardis.org](mailto:robin.medlock@sardis.org))