



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
 - Bedroom
 - Dec
 - Kitchen
 - Living Room
 - Multi-Purpose Room
 - Scout Hut

 - Outside
 - Cloister Garden
 - Education Hall Green Space
 - Fellowship Hall Porte Cochere
 - Playground
 - Sanctuary Parking Lot
 - Sanctuary Porte Cochere
 - South Lawn (Francis Property)

 - None
 - Off-Campus
 - Virtual Meeting
- Virtual 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
Volunteers Yes No

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

Calendar/Volunteers: Danelle Kime (danelle.kime@sardis.org)
Facilities/Food/Setup/: Mark Slimer (mark.slimer@sardis.org)
Audio/Visual Equipment: John Nipe (john.nipe@sardis.org)
Publicity: Nikki Bolton (nikki.bolton@sardis.org)
Registration: Robin Medlock (robin.medlock@sardis.org)

*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.*