

First Presbyterian Church
 1702 Iowa Street, Davenport, Iowa 52803-4395
 563-326-1691

INSTRUCTIONS: Please complete all applicable areas of this form for each program, or event, to be scheduled at First Presbyterian Church. **The event is only officially added to the church calendar when this form is submitted to the Scheduling Assistant.** All events are scheduled on a first come, first served basis and may be altered when church-wide programs or ministries necessitate.

Event Information

EVENT:				DATE RECEIVED:				cc: Maintenance G	
EVENT DATE:		TIME:		PLACED ON CALENDAR BY:					
LOCATION:				CONTACT PERSON:					
ROOM:		# PARTICIPANTS:		PHONE:					
PURPOSE OF EVENT:				STAFF LIAISON:					
COMMITTEE INVOLVED:				CHILDCARE NEEDED:		Y		N	
RECURRING:		YES		NO		CUSTODIAL COVERAGE NEEDED:		Y N	
FROM	weekly	FROM	TO	FROM	AM / PM		To	AM / PM	
	monthly	FROM	TO		Comments:				

Equipment Information

TABLES		CHAIRS		TABLECLOTHS \$3.50 ea.			AUDIO VISUAL		
narrow rectangular <i>(seats 5)</i>		white "chapel"		NO	YES		mics	ovrhd/screen	
wide rectangular <i>(seats 8)</i>		stacking FH		BEVERAGES			podium	easel/markers	
round <i>(seats 6)</i>		folding chairs		coffee		tea	slides/projector		
card tables <i>(seats 4)</i>		Parlor chairs		other:			dry erase brd/markers		

Draw special room setup design below: