

PINEWOODS CHURCH
Special Event Information

Date of Request _____

Ministry Team Making Request _____

Person Making Request _____

Phone _____

Event _____

Location _____

Date and Time (start to finish) of Event _____

Is it on the Church Calendar? _____

Number of people expected to attend _____

Table set-up deadline: _____

Table Set-up Diagram --*Complete the attached Table Set-up/Room Arrangement Request Form and return to the church secretary at least **ONE WEEK** before the event.*

Do you need money/check?* _____ Amount \$ _____

** Check Request forms are in church office. A check request must be filled out and returned to the church secretary at least **ONE WEEK** before needed.*

Is Nursery Needed?* Yes _____ No _____

Nursery must be reserved **TWO WEEKS in advance of event via **COMM Link**. (Contact the church secretary to put info in the bulletin).*

Is Kitchen Needed? Yes _____ No _____

Are Kitchen Supplies Needed (paper goods, utensils, coffee/sugar/tea, etc) ? Yes _____ No _____

If Yes, what supplies _____

Other Special Instructions: