

Church Event Checklist

For all events/meetings other than Memorials

Check online calendar at www.sonomaucc.org for room availability then request the space from Angela Ljung at contact@sonomaucc.org, 996-1328.

Today's Date _____

EVENT

Purpose _____

Date of Event _____ Time of Event _____ to _____

Requested By _____ Telephone _____

Room (circle one) Burlingame Hall Community Room Sanctuary

Number of people expected _____

SETUP and CLEANUP

Tom Cassidy, facility manager, is willing to assist in all ways he is able. Check the boxes below where you would like his help and Angela will confirm Tom's availability.

Setup

Setup tables and chairs (*For Burlingame Hall, sketch desired room setup on the BH setup form.*)

Indicate the number you are requesting: 6' tables (4) _____ 8' tables (6) _____

5' rounds (20) _____ small rounds (4) _____ chairs (140) _____

(In addition, 4 - 6' tables and 4 small rounds are housed in the CR and available for BH)

How would you like the tables and chairs setup?

Microphones requested: podium with attached mic (1) _____ wireless mic (1) _____

Number of items to be brought to CR: forks _____ spoons _____ knives _____

water cups _____ coffee cups _____ other _____

Cleanup

Put tables and chairs away

Wash service ware

Put away service ware from dishwasher (items will already be clean)

Remove dirty service ware from CR

Sweep floor (BH) Vacuum floor (CR)

FOOD

- Finger Food
- Meal
- Provided by Committee
- Potluck
- Other _____

SETUP

Supplies provided by _____

- Tablecloths: round _____ rectangular _____
- Napkins: cloth _____ paper _____

Note: All hospitality supplies should be returned to the community room cupboard as soon as possible after the event.

SETUP CREW

Name	Phone number	Responsibility
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

CLEANUP CREW

Name	Phone number	Responsibility
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Please note that if Tom is unavailable to cleanup after a Sunday event in which Spiffy's is scheduled to clean the floor the following Monday morning (every 2nd and 4th Monday), the cleanup crew will need to put away all items so that the floor is clear. Sweeping is not necessary.