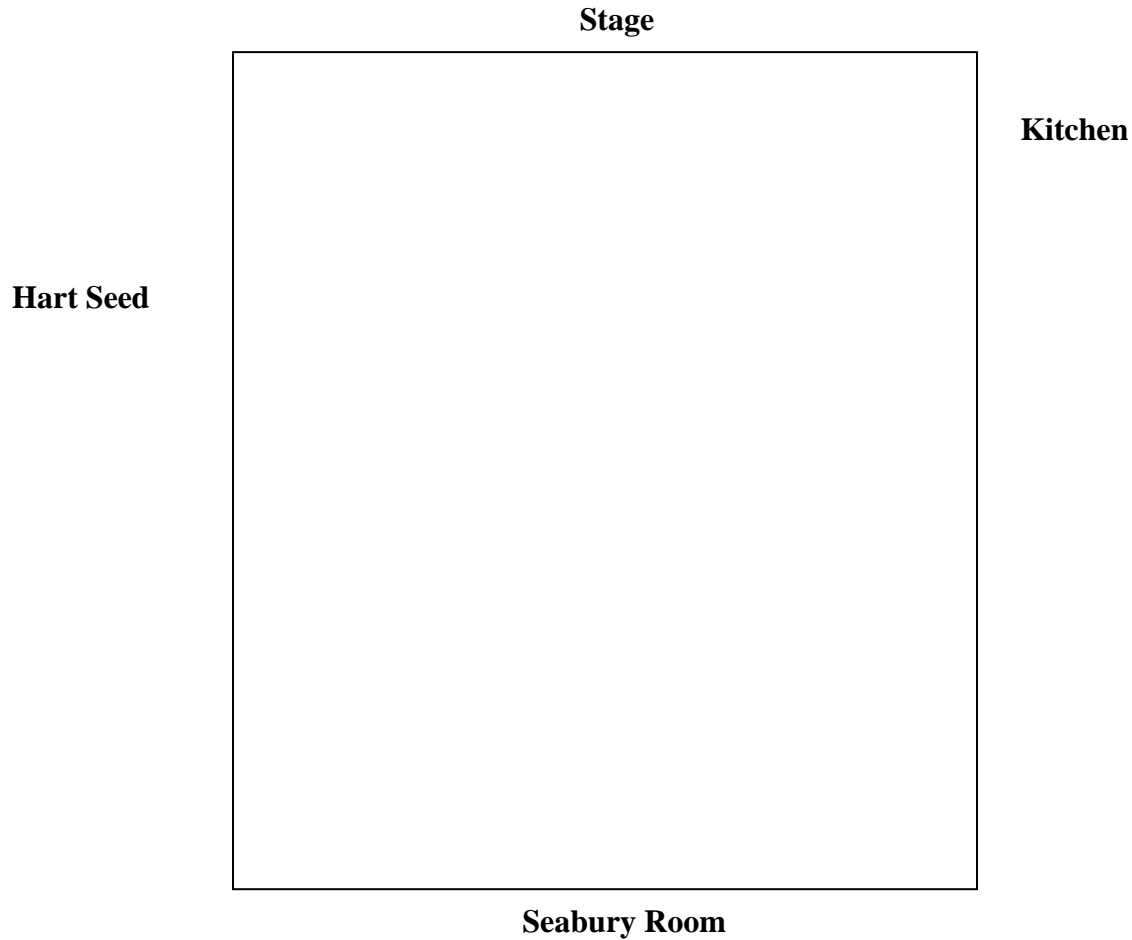


# **Trinity Church Special Event Schematic**



Event Description: \_\_\_\_\_ Event Date: \_\_\_\_\_ Time \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please check all items necessary for event:

\*Table Covers: \_\_\_\_ Flip Chart \_\_\_\_ Easel \_\_\_\_ Podium \_\_\_\_ Microphone: \_\_\_\_

Number of Tables: \_\_\_\_\_ Number Chairs per Table: \_\_\_\_\_  
(maximum 10 tables) (maximum 10 per table)

Clean up crew contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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*\* The Church provides white paper table covers. The event coordinator will supply sexton with alternate table covers if desired.*

**Please use the schematic to indicate table placement and return this form to the sexton AT LEAST FOUR DAYS prior to your event. Thank you.**

**C/office/schematic**