

EVENT SET UP FORM
First United Presbyterian Church
Charlotte, NC 28202

Received by _____
Date _____

This form should be completed in its entirety at least **five (5) working days** in advance for each activity/ event. Completed forms must be submitted to the church office. Please contact the church office at (704) 376-8014 or secretary@fupcc.org for additional questions and information.

Contact Name _____

Ministry Name _____

Phone Number _____ Email Address _____

Name of Event _____ Estimated Attendance* _____

Event Date(s) _____

Start Time _____ AM PM End Time _____ AM PM

Requested Room(s) _____ Alternate Location(s) _____

Event Description (Describe the type of activity that is taking place.)

**Security presence for events with guests or attendees of 50 or more anticipated is recommended /required.*

Set-Up Requirements

___ Round Tables # ___ Rectangle Tables ___ Podium # ___ Chairs ___ Easel Stand

Audio/Video Requirements

___ Wired Microphone ___ Laptop ___ Portable Projector
___ Wireless Microphone ___ Portable Screen
___ Floor Model PA System

Please sketch your room set-up request on the back of this form to ensure clarity