

Greater New Birth Church

Facility and Setup Request Form

Please return this form 3 days before a meeting

Please return this form 2 weeks before the event

Today's Date:	Date of Event:
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Ministry/Group:	Event Title:
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Requested by:	Cell Number:
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Type of Event:	Expected Attendance:
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How Often:	Select Day:
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*Set up Time:	*Break Down Time:	Start Time:	End Time:
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Facility Request:	* Please attach a diagram
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Rooms with a podium: Velvet Rm, New Membership Rm, Joshua Rm, Elijah Rm, Fellowship Hall and Chapel
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Equipment: check off item(s) you will need for your event and include quantity

Description of Item	Check	Quantity	Description of Item	Check	Quantity
Easel (10 in stock)			Flipchart		
Podium			Dry Easer Board (3 in stock)		

Comments:

COD/ Coordinator:	Date:
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Ministry Pastor:	Date:
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Executive Office:	Date:
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