



Sardis Presbyterian Church
Event Request Form
Groups A & B

Event Name _____ Event Date _____
Sponsoring Ministry _____ Start Time _____
Coordinator's Name _____ End Time _____
Phone _____ Setup Date & Time _____
Email _____ Expected Attendance _____

Requested Areas

- Chapel
- Conference Room
- Dining Room
- Education Hall
 - + Kitchenette
- Ed Hall – Classroom, double
- Ed Hall – Classroom, single
- Fellowship Hall
 - + Kitchen
- Fellowship Hall – Classroom, double
- Fellowship Hall – Classroom, single
- Francis Property
- Parlor
- Sanctuary
- Sardis House Classroom/Bedroom
- Sardis House Living Room
- Sardis House Multi-Purpose Room
 - + Sardis House Kitchen
- Scout Hut

Visual Equipment

- Easel
- Flipchart
- Projector
- Screen
- TV on Cart
- Whiteboard

Audio Equipment

- Sound System

Other Items

- Bus
- Gas Grill

*Your reservation is not complete until you receive confirmation from the Church Office.
You will be contacted one week before your event to arrange your setup needs.*

Does Your Event Require...

Childcare? Yes No Publicity? Yes No
Are you serving food or drinks? Yes No Registration? Yes No

If yes, you will be contacted to arrange these needs.

Key Contacts (this form will be sent to the key contacts, but are provided for you in case you have follow-up needs):

Calendar/Bus: Danelle Kime (danelle.kime@sardis.org)

Facilities/Setup/Visual Equipment: Mark Slimer (mark.slimer@sardis.org)

Audio Equipment: Jared Daugherty (jared.daugherty@sardis.org)

Publicity: Nikki Bolton (nikki.bolton@sardis.org)

Childcare/Food/Registration: Heather Eddy (heather.eddy@sardis.org)