



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 # _____
- Fellowship Hall
 - + Kitchen
- Fellowship Hall – Classroom # _____
- Parlor
- Sanctuary
- Sardis House Classroom/Bedroom
- Sardis House Living Room
- Sardis House Multi-Purpose Room
 - + Sardis House Kitchen
- Scout Hut
- South Lawn (Francis Property)

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...

Publicity? Yes No Registration? Yes No

If yes, you will be sent a Communication Request Form.

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

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

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

Registration: Robin Medlock (robin.medlock@sardis.org)

Childcare: Jenny Walker (nursery@sardis.org)