

Friendship Hall Set-up Form

Fill in the following information and return this form to the church office no later than 1 week before the meeting/event if you want set-up ready for you. You will be responsible for clean-up. If your meeting/event is on Saturday you must set-up the building for Sunday School.

Meeting/Event _____

Date of Meeting/Event _____

Time of Meeting/Event _____

Number of Tables Needed _____

Number of Chairs Needed _____

Draw layout of "walls", tables and chairs below:

