THE CHURCH OF
ST JOHN THE DIVINE
CHANGING LIVES FOR GOD IN CHRIST

The Church of St. John the Divine Reservation / Set up Request

Event_____

Date of Event_____

Recurring Event (Dates) __/__/__to __/__/__
Group_____
- ❑ **Church Group (Account #_____)**

Time: _____am /pm to _____am/pm
Room _____

Number of Attendees_____

Contact Person_____
Address_____
Phone_____
Cell phone_____
Email_____

Beverages
- ❑ Coffee_____
- ❑ Tea_____
- ❑ Juice_____
- ❑ Lemonade _____
- ❑ Ice _____
- ❑ Water_____

Food Service (Call 713-297-8704)
- ❑ Cookies_____
- ❑ Meal_____

Childcare (Call 713-354-2266)
Number of Children expected _____
Ages of Children _____

Equipment	**Quantity**	**Price**
Flipchart/Easel	_____	
Podium only	_____	
Microphone w/podium	_____	
Portable PA system	_____	
Portable soundboard	_____	
Smart Board (room 208)	_____	
TV/DVD	_____	
DVD/VCR	_____	
Screen size _____	_____	
Piano	_____	
Tables (round)	_____	
Tables (long)	_____	
Chairs	_____	
Tablecloths (85 round)	_____	
Tablecloths (10 'long)	_____	
HSS required	_____	
Security and Parking		
Valet	_____	
Crossing Guard	_____	
Extra Security		

Set up Diagram

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