

Rye Presbyterian Church Meeting Request Form

Form may be emailed as an attachment to pberretta@ryepc.com, mailed or dropped off to the Church Office.

Date of Meeting: _____

Room Requested: _____

Title of Meeting: _____

Actual Event Time _____

Contact Person _____

Start/End Time (including set-up/take-down)

Email: _____

Telephone _____

Number of Attendees _____

Audiovisual Requirements (Please indicate)

Microphone

LCD Projector

DVD Player

Screen

Easel/Flip Charts

Podium

Kitchen Requests (Please indicate)

Coffee, Tea, Water

Paper Goods

Room Set Up (Please indicate how many)

6' Rectangular Tables _____

8' Rectangular Tables _____

Serving Tables _____

60" Round Tables _____

Number of Chairs: _____

Please include a diagram of your room set-up below:

***PLEASE NOTE BALLOONS ARE NOT PERMITTED IN ASSEMBLY ROOM**