

VANDERBILT EVENT REQUEST FORM

Contact Information

Name of Event _____

Hosted by VPC Team/Company Name _____

• **Requested By** _____

Event Coordinator _____

• Phone(s) _____

• Email (Please print) _____

-For Office Use-

Date Received: _____

Schedule Approval: _____

Fee: _____

Key Issued: _____

cc:

- Custodian
- Kitchen Coordinator
- Nursery Coordinator
- Troop 274
- Sound Board Team
- Music Director
- File

Event Information

Event Date _____

Day of the wk _____

Recurring Y / N _____

Time frame (weekly/monthly): _____

Event Start Time _____ **Event End Time** _____

Set-up Time (time you will arrive to set up for event) _____

On-site Event: Y / N

Off-site location: _____

Est. # Participants _____

Will this event require tickets to attend? Y / N

Set up Information

___ Narrow Rectangle (seats 2)

___ Long Rectangle (seats 8)

___ Round tables (seats 8)

___ Card tables (seats 4)

___ Chairs

___ Podium

___ Portable Stage

___ Privacy Screen

___ Popcorn Machine

___ Grills (*are not provided*)

___ Other:

Technology/Tools

___ Microphone

___ Projection Screen

___ Overhead Projector

___ Rear Projector

___ TV/VCR

___ TV/DVD

___ Sound Board

___ Easel

___ Flip Chart

___ Other:

Meeting Space / Rooms

- Library, approx. 15 seated
- Sanctuary, approx. 450 seated
- Chapel, 42 seated
- Room 1, approx. 15 seated
- Room 2, approx. 20 seated
- Cochran Music Hall, approx. 150 seated
- Church House, approx. 15-20 seated, small group & retreat setting
- Patio
- Narthex
- Parking Lot, west end / back lot
- Fellowship Hall (Indicate set-up on the back of this form). Options include:
 - Conference style (up to 200 chairs)
 - Banquet style (up to 240 seated at round tables) *Round tables seat 8; church offers 20.*
 - Combo Conference & Banquet
 - Combo Round/Rectangular set-up
 - Food Line / Drink Line Station
- Kitchen (*Will you be using the kitchen for any preparation, cooking, food storage, dishes, or cleaning? If you answer yes, you will be contacted by our Kitchen Coordinator to answer your questions and provide you with guidelines for kitchen usage.*)

Service

___ Paper Settings

___ Formal Setting

___ Beverages (circle)

Coffee

Tea

Lemonade

Other

Tablecloths/Placemats are *not provided*

Additional Assistance:

Childcare needed: Y / N

Troop 274 Assistance: Y / N

Custodial Coverage: Y / N

The following set up is for room: _____

Room Diagram

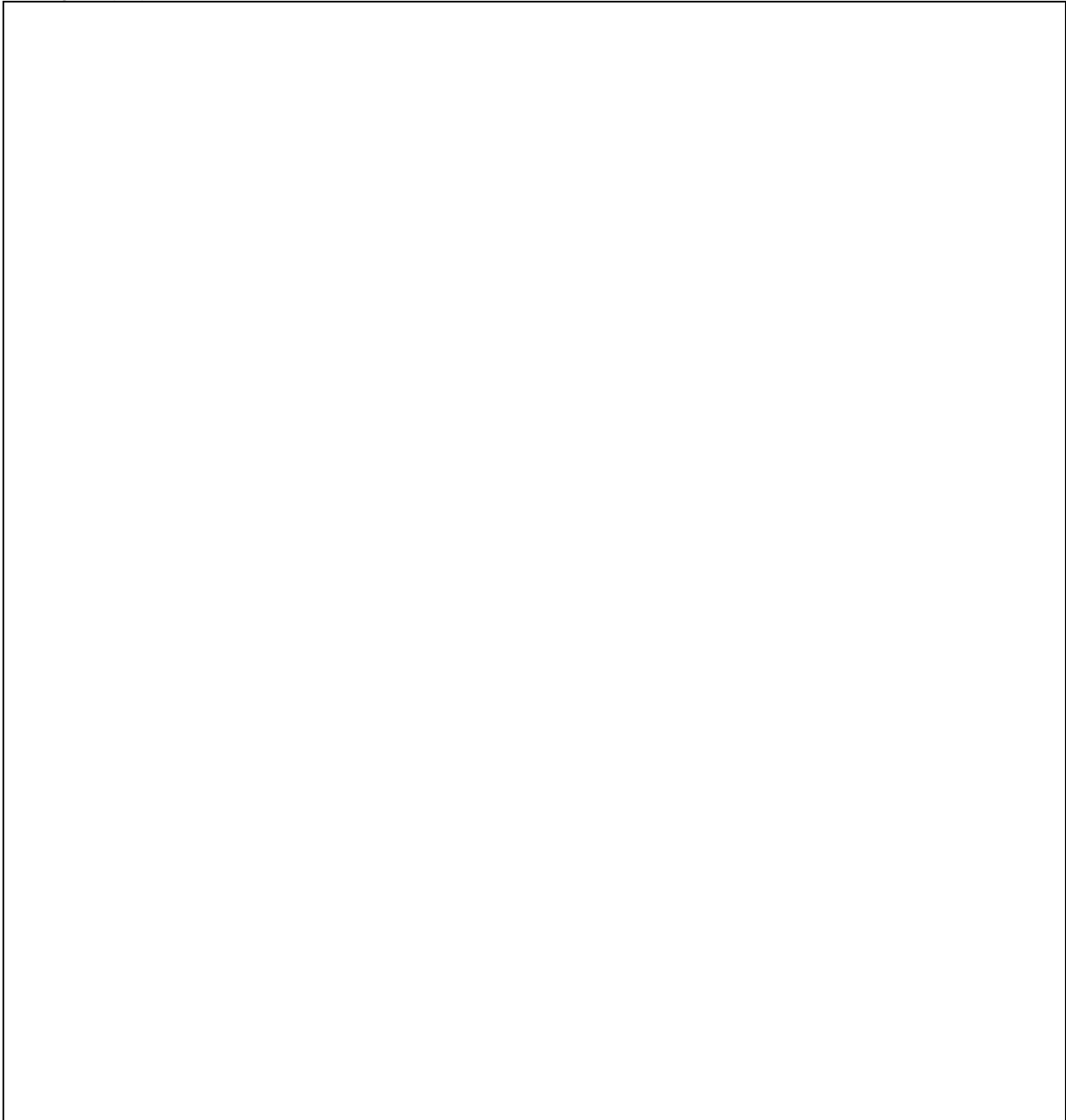
Additional set ups attached: Y / N

Draw special room setup design below

Attach additional room set ups to this form

Fellowship Hall Diagram (FH)

Microphone / Screen



Patio
Area
(FH)

Micro
phone
option
(FH)

Kitchen Area (FH)

Notes: