

**Huguenot Road Baptist Church
WORK ORDER**

Church Office: (804) 272-2072, FAX #: (804) 323-1103

Event _____ Date of Event _____

Time of Event _____ to _____ Location _____

Person in Charge _____ Home Phone _____

Number Expected _____ Business Phone _____

Deadline for Setting Up _____ (date) _____ (time)

General Equipment Needed: (Check if needed and specify quantity.)

- | | |
|---|--|
| <input type="checkbox"/> Tables (30" X 6') _____ | <input type="checkbox"/> Tables (30" X 8') _____ |
| <input type="checkbox"/> Tables (72" round) _____ | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Spotlight |
| <input type="checkbox"/> Slide Projector | <input type="checkbox"/> LCD Projector |
| <input type="checkbox"/> CD Player | <input type="checkbox"/> Cassette Player |
| <input type="checkbox"/> Overhead Screen (gym only) | <input type="checkbox"/> Extension Cord |
| <input type="checkbox"/> Sound System (specify) _____ | |
| <input type="checkbox"/> Other _____ | |

NOTE: A limited amount of equipment is available. Items will be made available on a first-come, first-serve basis.

Please submit a drawing of the room setup on the reverse of this sheet or with an attached sheet.

Your Name _____ Today's Date _____

General Comments: (if any)

PLEASE READ CAREFULLY!

1. Confirm with the church secretary that the meeting is scheduled on the church calendar.
2. Determine that the requested room is available and reserved.
3. Complete the Work Order indicating your need for tables, chairs, AV equipment, etc.
4. Submit the completed Work Order to the church secretary two (2) weeks prior to the scheduled meeting, if possible, but no later than five (5) days before the scheduled meeting.
5. If you do not have a key to gain access to the building, arrange in advance to secure one from the Office Manager.
6. Should you need access to the kitchen, you will need to fill out a Kitchen Request Form and coordinate with the director of the Church Fellowship Group.
7. Should you need the sanctuary sound system, you will need to enlist an approved operator.