



The "Exciting"  
**SHBC**

REACH • TEACH • DEVELOP • SERVE

---

## Ministry Event Decorations Request Form

*(This document is intended to be used in conjunction with the SHBC policy and guideline documents regarding events.)*

Requesting Ministry: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Event Theme: \_\_\_\_\_

Event Color Scheme: \_\_\_\_\_

### Decorations Requested: *(Please check all that apply)*

#### EVENT ROOM:

\_\_\_ Stage Backdrop

\_\_\_ Photo Blow-Ups

\_\_\_ Buffet Station Backdrops or Décor

\_\_\_ Gift Table

\_\_\_ Ceiling Treatment

\_\_\_ Balloon Treatment/Arches

#### EVENT TABLES:

##### *Room Setup:*

\_\_\_ Square Tables

How many square tables? \_\_\_\_\_

\_\_\_ Round Tables

How many round tables? \_\_\_\_\_



# The "Exciting" SHBC

REACH • TEACH • DEVELOP • SERVE

*Table Decorations:*

\_\_\_ Plastic Tablecloths

\_\_\_ Centerpiece / Kids

\_\_\_ Table Skirts

\_\_\_ Votive Candles

\_\_\_ Napkins \_\_\_ Specialty

\_\_\_ Confetti/glitter

\_\_\_ Napkin Rings

\_\_\_ Balloons

\_\_\_ Centerpiece / Adults

\_\_\_ Other \_\_\_\_\_

\_\_\_ Program/Menu Cards

**For Office Use Only**

[ ] Approved & Scheduled

[ ] Not Approved: Reason(s) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_