



The "Exciting" SHBC

REACH • TEACH • DEVELOP • SERVE

Dr. Howard E. Anderson, Sr. - Pastor

SHBC Ministry Event Set Up

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

Due 14 days before event date

Event: _____

Contact Name: _____

Contact Number: _____ Email: _____

Date: _____ Time: _____

Ministry: _____

Building / Room of Use:

1. Bldg. _____ Room _____ Tables _____ Chairs _____

2. Bldg. _____ Room _____ Tables _____ Chairs _____

3. Bldg. _____ Room _____ Tables _____ Chairs _____

4. Bldg. _____ Room _____ Tables _____ Chairs _____

5. Bldg. _____ Room _____ Tables _____ Chairs _____

Special Equipment Needs: *(Circle all that apply)*

Marker Board

Easel

Overhead Projector

Chalk Board

Extension Cord

Speakers

Microphones

Video Projector

Other _____



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Diagram of Room Set-up

(Please draw a diagram showing location and number of chairs, tables, other equipment needs, etc.)

Setup Crew

Take Down Crew

1. _____

2. _____

3. _____

4. _____

5. _____

For Office Use Only

Approved & Scheduled

Not Approved: Reason(s) _____

Authorized Signature: _____