



UMMBC Ministries Reservations Form

One form per event and per day unless reservations
are exactly the same for all date(s).

**Please complete and return to church office not later than
(NLT) two weeks prior to the event.**

Date Submitted: _____

PERSONAL INFORMATION

Name: _____

Address: _____

Home Phone: _____

Mobile Phone: _____

Email Address: _____

Work Phone: _____

EVENT

Event Title: _____

Event Date: _____ Event Time: _____

Organization/Sponsor : _____

Room Requested : _____

MAINTENANCE SET UP BY NLT

Date: _____ Time: _____

ACCESS NEEDED (for "setup" prior to event):

Date: _____ Time: _____

ROOM ARRANGEMENT

Diagram attached: Yes No

Tables: Round tables needed _____ # Chairs per table _____ #

Rectangular tables needed _____ # Chairs per table _____ #

Podium Needed: Yes No

CHURCH OFFICE ASSISTANCE NEEDED — DISBURSEMENT REQUEST:

Obtain signature from authorized auxiliary office/ attach form and indicate:

- Organization name, authorized signature, whether to be deducted form church allocation, from dues, or from event registration fees.
- Vendor/ contractor/ service provider’s info (name; contact name; phone number and mailing address).

BULLETIN ANNOUNCEMENT

By Wednesday, 12 noon, attached with organization contact information, publish dates, and content.

COMMUNICATIONS

Per Mabry’s request, also ask church office to phone him immediately upon receipt.

TV Monitor only

Microphones: Yes _____ # No

Projector Transparency Slide Powerpoint

KITCHEN AND FELLOWSHIP HALL: (Contact Person: Elwillie Jarratt)

Caterer walk through in advance with kitchen manager

Date: _____ Time: _____

Set up access needed day of event:

Time: _____

- Stove Refrigerator Oven
 Freezer Pantry Ice maker

Tablecloths

Red Purple White

For special occasions (all white):

- Table topper, round (1)
 Table topper, rectangular (2)
 Table skirts with metal clips

MUSIC MINISTRY: (Contact Person: K.W. Chavis)

- Recorded Instrumental Devotion (Describe) _____
 Choral Recorded _____

ADDITIONAL REQUESTS/INFORMATION:
