

Events Checklist

Event Name

Start Date and Time

End Date and Time

Facilities

- Auxiliary Sanctuary
- Cafeteria
- Chapel
- Kitchen
- Main Foyer
- Main Sanctuary
- Nursery Foyer
- Office Foyer
- Youth Center
- Youth Center Kitchen

Services

- Churchview
- Music
- Nursery
- Security
- Sound
- Ushers
- Video

Equipment

- Chairs Color _____
 Number _____
- Tables Shape _____
 Number _____
- Podium
- Freezer
- Fridge
- Center Aisle Steps

<u>Access/Keys</u>	<u>Do you need doors to be unlocked?</u>	
<input type="checkbox"/> Cafeteria <input type="checkbox"/> Kitchen <input type="checkbox"/> Freezer <input type="checkbox"/> Aux/Kitchen Deadbolt <input type="checkbox"/> Fridge <input type="checkbox"/> Aux Sanc Sound Room <input type="checkbox"/> Tables <input type="checkbox"/> Youth Center <input type="checkbox"/> Trash <input type="checkbox"/> Youth Center Kitchen	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, which ones and what time to open AND close? <input type="checkbox"/> Auxiliary Sanctuary <input type="checkbox"/> Kitchen <input type="checkbox"/> Nursery Foyer <input type="checkbox"/> Youth Center	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Main Foyer <input type="checkbox"/> Office Foyer <input type="checkbox"/> Youth Center Kitchen

Notes:
