

Is this a fundraiser? (All fundraisers must be approved by our Board - please provide any information about what the fundraiser is for).

SETUP REQUIREMENTS

Please check what furniture or technical equipment you will need:

Chairs: Yes No If yes how many chairs

Tables: Yes No If yes how many tables

Microphone: Yes No If yes how many microphones

Do you need anything else? (Video, TV etc)

Do you need access before the event to setup? (IE. Decorations, presentation table etc)

ANY OTHER REQUESTS?

**We will make every effort to fulfill your request;
however, please note that not all requests can be accommodated.**

We will review the details of your request and get back to you with a quote.

***Save this pdf to your computer and email this form to Brenda
at Brolleman@sevenoaks.org***