

**Salemtowne Setup Request Form**

Facility Scheduled:    Breezeway    Farmhouse    Patio    Towne Hall

Name of Event \_\_\_\_\_

Event Date \_\_\_\_\_ Time \_\_\_\_\_

**\*\*\* All events must be scheduled with Reservations Committee. \*\*\***

Event Coordinator \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Person Responsible for Cleanup \_\_\_\_\_

Phone \_\_\_\_\_

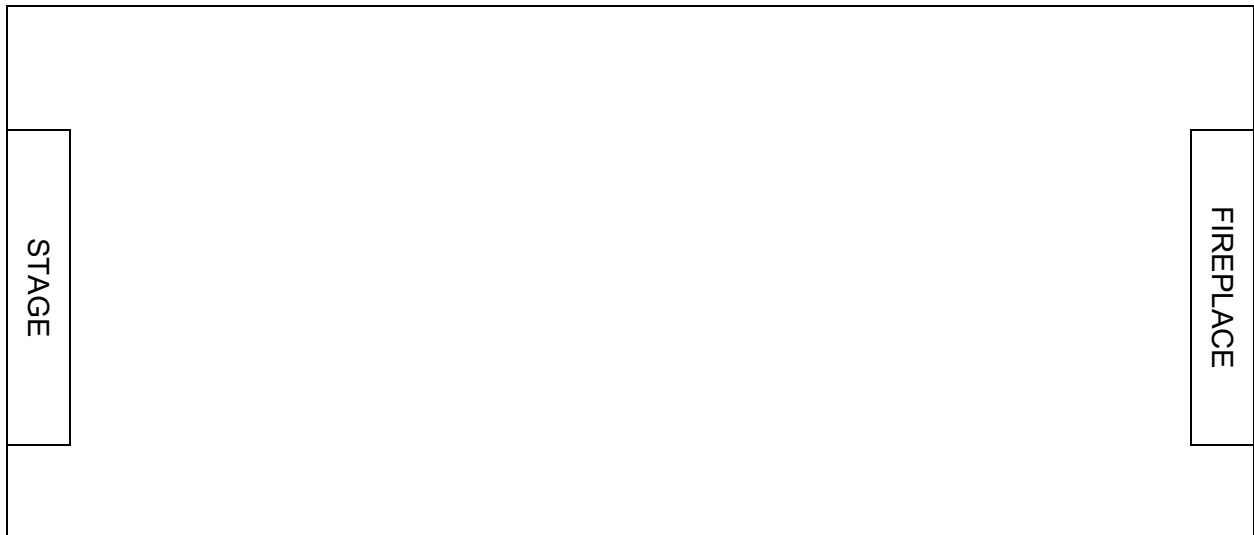
Keep the attached Cleaning Checklist to use for cleanup and return to Office when cleanup is completed.

**Equipment and Quantity Needed**

Table, 8 ft	_____	Chairs	_____	Bull Horn	_____
Table, 6 ft	_____	Podium	_____	Umbrellas	_____
Table, card	_____			Canopy	_____

**For handheld or lapel microphone, contact the A/V Committee:**

Alan Avery, Fred Campbell, Roger Colburn, Karl Perlich, John Wales



[ ] = Card table    X = Chair    \_\_\_\_\_ Long Tables – note if need to be 6 foot or 8 foot.

**REQUEST MUST BE TURNED IN TO THE OFFICE 7 DAYS IN ADVANCE**

There will be no setups or take downs on weekends or after 3:00 PM on weekdays.

Form Completed by \_\_\_\_\_ Date \_\_\_\_\_