

ROSSMOOR EVENT SUPPLY & SET UP FORM

Walk-in or e-mail submissions only. For your convenience, printable forms are now online at www.rcainj.com

Please fill out completely...

Group/Club/Party		Event	
Event Day & Date		Room	
Set Up Time	Event Time	Number of Guests	
Representative's Name		**Authorized Representative's Signature**	
Email		Phone	

Are you...

Then please fill out...

Showing a DVD or using a Laptop?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please come in prior to event to test media	Audio/Visual Section on reverse →
	DVD <input type="checkbox"/> Laptop <input type="checkbox"/>		
Having a Speaker or Entertainer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Speaker/Program/Entertainer: _____	Audio/Visual Section on reverse →
Serving Coffee or Refreshments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	You'll need tables	Beverage & Catering Sections on reverse →
Hiring a Caterer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Caterer's Name: _____	Beverage & Tables Sections on reverse →
	Drop off <input type="checkbox"/> Serving <input type="checkbox"/>	Insurance Certificate on file? <input type="checkbox"/>	
Announcing Event on Channel 26?	Yes <input type="checkbox"/> No <input type="checkbox"/>	One announcement at a time; Two weeks maximum	Channel 26 Form... Available in E&R
Hiring E & R Custodial Staff?	YES <input type="checkbox"/> Please fill out "Contract for Hiring Staff" 2 Hour minimum at \$15 per hour / 2-week advance notice		Contract Form... Available in E&R

This Section to be signed AFTER event...

AUDIO/VISUAL EQUIPMENT & ROOM CONDITION SIGN-OFF			
**Must be signed by BOTH Representative AND Custodian/Staff (AND Caterer, if applicable) AFTER event to ensure room/equipment is returned in acceptable condition.			
Club/Group Rep	Room OK?	A/V Equipment OK?	Date
Custodian	Room OK?	A/V Equipment OK?	Date
Caterer	Kitchen OK?	Supplies/Equip. OK?	Date
Custodian Notes:		Room Temp:	

COFFEE & BEVERAGES	
FROM KITCHEN:	COFFEE <input type="checkbox"/>
	HOT WATER <input type="checkbox"/>
PUMPS (15 cups):	
CARAFES (10 cups):	
CREAMERS:	
WATER PITCHERS:	
ICE BUCKET:	
WINE CARAFES:	
BINS FOR ICE:	
**NONE <input type="checkbox"/>	

CATERING SUPPLIES			
<i>(*CHINA & SILVERWARE: ONLY IF USING FULL-SERVICE CATERERS WHO ARE RESPONSIBLE FOR CLEANUP)</i>			
<i>*CHINA</i>	QTY.	<i>*SILVERWARE</i>	QTY.
DINNER PLATES:		FORKS:	
DESSERT PLATES:		SALAD/DESSERT FORKS:	
BOWLS:		TEASPOONS:	
COFFEE CUPS/SAUCERS:		SOUP SPOONS:	
GLASSES:		KNIVES:	
<i>OTHER</i>		TRASH CAN:	
SERVING TRAYS:		RECYCLE BIN:	
BASKETS:			
PUNCH (SALAD) BOWL/LADLES:		GRILLS:	
		GRILLS LEFT OKAY?	
		<i>CUSTODIAN INITIAL</i>	
SALT & PEPPER:		**NONE <input type="checkbox"/>	

TABLES & CHAIRS	
8-FOOT:	
LARGE ROUND:	
SMALL ROUND:	
CARD:	
CHAIRS:	
TABLE Nos./HOLDERS:	
**NONE <input type="checkbox"/>	

Custodians use standard set ups whenever possible. Use this space for specific layout details & additional instructions.	
MEETING HOUSE PARLOR	MEETING HOUSE NARTHEX

AUDIO/VISUAL EQUIPMENT	
PROJECTOR:	
SCREEN:	
DVD PLAYER:	
LAPTOP CORD:	
EXTENSION CORD:	
TABLE MIC:	
STANDING MIC:	
PODIUM w/MIC:	
HANDHELD MIC:	
LAPEL MIC:	
EASEL:	
WHITEBOARD & SUPPLIES:	
**NONE <input type="checkbox"/>	
SPECIAL INSTRUCTIONS:	