

The First Presbyterian Church

of Howard County

Room Set-Up Request*

*Please leave this completed form in the Church Administrator's mailbox (#5)
at least one week prior to event. If you have questions or need assistance,
contact Jeri St. John (410) 730-3545, Ext. 13. or email: churchadmin@firstpreshc.org*

Event/Name of Group _____

Number of people expected: _____

Date & Time Needed: _____

Time event begins/ends: _____

Contact Person: _____

Phone/Email: _____

Room(s): _____

Equipment requested: (if applicable and available) _____

Please draw a diagram of how you would like the room(s) set up along with any additional instructions!(feel free to use the back)

*The church is able to provide simple set-up for regular events. Special set-up may require an additional fee.