HAMPTON
PRESBYTERIAN CHURCH

Work Order Form

Event Title: _____ Contact Name: _____

Event Date: _____ Date Submitted: _____

Tables (84" round or 9' rectangular) : _____ Chairs : _____

Other Equipment Needed :

☐Podium ☐Microphone ☐Stage ☐Speakers ☐Projector ☐Mobile TV Screen

NOTE: *Equipment requires advance setup and may not be available on your specified date. Certain equipment / setup requests will incur an additional fee due to setup and teardown labor. Consult with the Office Manager and Facilities Manager for more information.*

Setup Description: _____

_____

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OFFICE USE ONLY

Received Date : _____ Approved :_____