

**CARY PRESBYTERIAN CHURCH  
ROOM SET-UP FORM**

Return completed form to CPC Office Manager (fax: 919-467-8340) or email to: office@carypresbyterian.org

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone number(s): home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_ Circle one or both: **Setup** **Take down**

Room needed: \_\_\_\_\_ Need by date: \_\_\_\_\_ am / pm # attendees expected: \_\_\_\_\_

# chairs needed: \_\_\_\_\_ # tables needed: \_\_\_\_\_ Other (e.g. podium, stage, big screen): \_\_\_\_\_

(draw diagram of tables if you desire a specific layout)

(please show door placement)



For Sexton use only: Completed \_\_\_\_\_