

St. Stephen's United Methodist Church

Set-Up Request

(print on salmon)

Today's date: _____

Person in charge of activity: _____

Telephone numbers: _____

E-mail address: _____

Event: _____

Day, date, and time of activity: _____

Time set-up should be completed, if different from above: _____

Location of activity: _____

Description of set-up desired: (please use words here, and draw a diagram on the back.)

Special Needs/Considerations:

Signature: _____

.....

Completed: _____

Signed: _____

Date: _____