

**Church of the Master  
Event Setup Form**

**Event Date:** \_\_\_\_\_ **Group Name:** \_\_\_\_\_  
**Time:** \_\_\_\_\_

**TABLES NEEDED:** Round \_\_\_\_\_ Rectangular \_\_\_\_\_  
**CHAIRS NEEDED:** Total \_\_\_\_\_ Number per table \_\_\_\_\_

Please draw layout desired here:

Please list additional instructions here:

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**Applicant**  
**Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_