

First Presbyterian Church of Conroe

Title: Set Up Request Form (F111001)

If you have an event that requires set up, please fill out this form and leave it in this basket for the Custodial Supervisor. It is requested that two week's notice be given, if possible.

Requesting Teacher: _____ **Date submitted:** _____

Date(s) for setup: _____ **Time needed:** _____:

Room number: _____ **Frequency:** _____

***You may contact the Custodial Supervisor directly by calling
936-756-8884 ext. 211***

Please draw your desired furniture arrangement below. Include the location of the room's door.

