

SPC Event Checklist

This checklist is to help ministry teams plan events and ensure that the bases are covered. Use this list as a reference guide. ***To reserve rooms please use the Facility Reservation form found on our website.***

Event Name _____ **Expected attendance** _____
Event day, date and time _____
Contact Person _____ **Email** _____

Room(s) Requested

Hite House

- Kitchen Fireside Room Godly Play Room
 Sky Room (children permitted) Len's office

Ministry Center

Senior Center Kitchen

(cost is \$5 per room per hour, cost for kitchen is: _____)

Set-up

Person setting up: _____

- ✓ Keys / keypad codes?
- ✓ Sound tech needed?
- ✓ A/V equipment?
- ✓ Tables and chairs?
- ✓ Supplies?

Childcare Needed?

Please use list of childcare providers

\$8.50 per hour, minimum rate of \$10 per event

If more than 2 children you must have 2 caregivers.

Under age 3 use a 3:1 ratio – Age 3 and over use a 4:1 ratio

Take-down

- Ministry Center re-set
(chairs with Bibles spaced evenly and not in back rows)
- Put away all tables, chairs
- Take trash/recycling out to trash bin, replace can liners
- Wash dishes, counters
- Clean floor as needed
- Take all personal belongings and food with you
- LOCK all doors and windows, turn off lights

For Questions or more information:

Contact the office at (503) 925-8175 or email karen@sherwoodpres.org