

## SBC-WORK ORDER

***Please READ before completing the SBC Work Order Form:***

It is important to provide all information requested including your contact information. To complete this form please do the following:

### **I. Part 1 of the form:**

1. Click on “fill and sign”
2. Click on “add text” and type in information in the appropriate boxes
3. To sign the form – Click on “Place Signature” under “fill and sign”

### **II. Part 2 of the form:**

1. Select A,B or Standard Room layout for Food and
2. Select one of the ten Floor Plan set-ups.
3. Indicate your optional choices in the top two boxes on page 2

**III.** You **MUST** save the document before forwarding it to [frontoffice@shilohtrenton.org](mailto:frontoffice@shilohtrenton.org) and [Pastoralasst@shilohTrenton.org](mailto:Pastoralasst@shilohTrenton.org).

**IV.** Please include in the “Subject line” the name and date of the event.

Thank you

# SBC-WORK ORDER

Date of Event:	Today's Date
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Ministry Department:	Ministry Leader:
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Name of Ministry:	
Address:	
Telephone:	
Type of Affair:	

Time of Affair:	Starting Time:	Ending Time:	
	Set Up Time:	Break down	
		Finish Time:	

Room (s) Requested:		
Number of People:		
Food Cost:		Event Cost:
Ticket Cost:		Other Cost:

Notes:	Use of Kitchen	Yes ___	No ___	Cost:	
	Kitchen Catering	Yes ___	No ___	Cost:	
	Kitchen Monitor	Yes ___	No ___	Cost:	
	Decorating Committee	Yes ___	No ___	Cost:	
				<b>TOTAL</b>	

<b>Colors:</b>	
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\*\*\*\*PLEASE DO NOT PUT ANY DECORATIONS ON THE WALLS\*\*\*\*

	<b>Technology</b>	Yes ___	No ___
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Reoccurring Dates:	Technology Monitor	Yes ___	No ___	Spotlight	Yes ___	No ___
	DVD Player	Yes ___	No ___	Karaoke	Yes ___	No ___
	Screen	Yes ___	No ___	Laptop	Yes ___	No ___
	Bose System	Yes ___	No ___	Microphone	Yes ___	No ___
		<b>Stage Request</b>		Yes ___	No ___	Dias# ___

<b>Menu and/or Comments:</b>

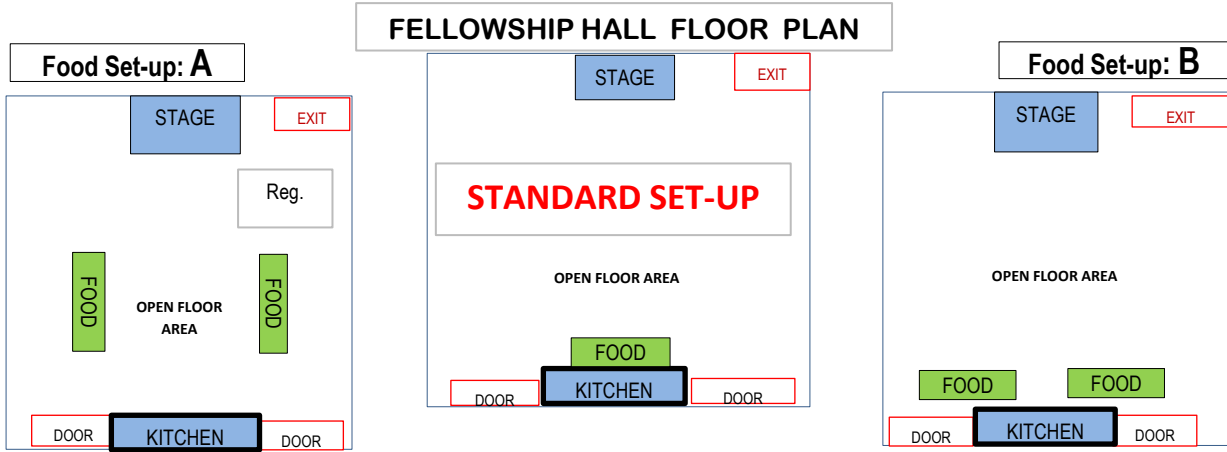
Ministry Leader Rep.		Church Representative	
<b>Date:</b>		<b>Date:</b>	

\*\*\*\*Please see fellowship hall set-up options on the reverse side\*\*\*\*

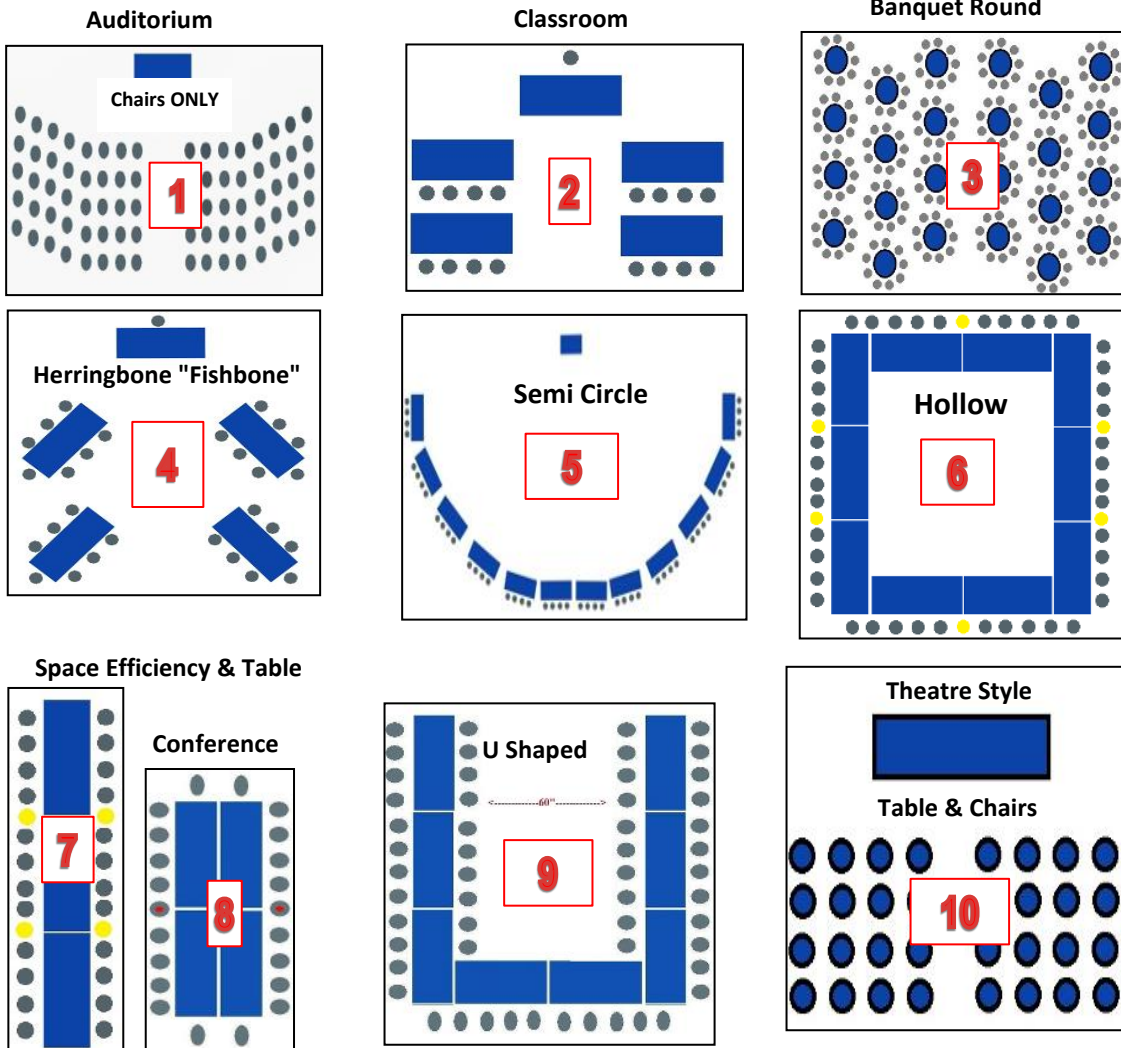
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Food Set-up Choice		Floor plan Set-up:	
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**\*\*\*Please select your FOOD and HALL set-up below.\*\*\***



**\*\*\*Please note that the podium and stage is not part of the diagrams below.\*\*\***



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