



**First Parish in Portland**  
A Unitarian Universalist Congregation

## First Parish in Portland Event Checklist

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Person / Group Responsible / Contact Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Set – up Instructions:

(for example, chairs are to be set up in a circle, horseshoe, straight lines with an aisle in the middle)

Chairs: \_\_\_\_\_

Tables: \_\_\_\_\_

Equipment (ex: extension cord, projector screen, easels, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Due Date and Time for Setup: \_\_\_\_\_

Extra Instruction Notes (please indicate here if you are having food, coffee, refreshments or other types of items so it can be available or tables available for your items):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please remember that someone may be using the room either before or after you! Kindly be mindful of time restraints, as well as adhering to First Parish Portland's guidelines in handling the space as agreed upon. Thank you!