



A Church intake for Events

Contact & Phone number _____

Type of event _____

Price for tickets _____

Date of event _____

Set up date and time _____

Start time of event _____

End time of event _____

Check out time _____

Projected amount of people _____

Room(s) Requesting

_____ Chapel

_____ Upper Room

_____ Game Room

_____ Patio

Audio, Visual & Venue Equipment needs- additional cost for specific items

_____ Stage Lights

_____ Projector and screen- \$50

_____ Will you need sound with the projector

_____ Karaoke set up- \$50

_____ Wii gaming console with Just Dance 1, 2 & 2020, Wii Play & Sport- \$50

_____ Party Lights- \$50

_____ Use of smoke machines- \$25

_____ 2 Standing easels & 2 table top easels

_____ White board & Cork board

_____ 2 backdrop stands with several back drop options.

_____ Use of sound board

_____ Microphone (2 SM58, 1 Condenser Mics, 3 cordless)

_____ Music Stands needed (8 Boom Stands, 1 Mic stand)

_____ Use of Hamilton Upright Piano

A Church Staff

Sound and Light Operator \$40 hourly _____

Bartender \$40 hourly _____

Busser \$25 hourly _____

Housekeeping \$35 hourly _____

Concessions

_____ Please supply concessions for our event.

_____ We will provide our own concessions.

Kitchen Rental

We encourage the use of our tableware to minimize waste.

Catered by _____

A Church will be providing the concessions yes no

Water Station yes no

Linens yes no

Popcorn machine \$25 & popcorn \$3 per bag yes no

Advertising needs for Public Events

_____ This is a public event and I will provide A Church with my advertising material for social media and community email.

Please add our address and phone number to your poster

A Church Salida's Gathering Place

419 D street Salida, CO 719-221-1114

Notes and special requests: