

**St. Peter's Lutheran Church And School  
FACILITY REQUEST**

**TABLE ASSIGNMENT AND/OR ADVERTISING AUTHORIZATION FORM**

IF YOUR EVENT REQUIRES ADVERTISING, DISTRIBUTING MATERIALS OR THE USE OF TABLES IN THE WALKWAY FOR SIGN-UPS, SALE OF TICKETS OR ANY OTHER ITEMS, **YOU MUST FILL OUT THE TABLE ASSIGNMENT AND/OR ADVERTISING AUTHORIZATION FORM.** ALL FORMS MUST BE APPROVED BY THE CHURCH ADMINISTRATOR. THE "APPROVED" FORM AND A TABLE ASSIGNMENT CARD MUST BE DISPLAYED ON THE TABLE(S) DURING THE TIMES THEY ARE IN THE WALKWAY. **FOLLOW THE INSTRUCTIONS FOUND ON INSTRUCTION SHEET.**

1. Select the location of your table(s) AND/OR advertising from the diagram below
2. Indicate which service your table/advertising will be at, and if the table(s) will be manned.
3. Indicate the dates you wish advertising placed in the walkway.
4. Please submit a copy of the advertising material for approval.
5. PLEASE COMPLETE THE FOLLOWING:

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

Chairman/Leader \_\_\_\_\_ Phone: \_\_\_\_\_

**Check one or both:**

\_\_\_\_\_ ADVERTISING \_\_\_\_\_ TABLE(S) # of Tables \_\_\_\_\_ **Services desired: 8:30, 11:00 a.m.; 6:00 p.m.**  
[Circle choice(s)]

Dates Requested: \_\_\_\_\_ Will tables be manned? \_\_\_YES \_\_\_NO

**! YOU ARE RESPONSIBLE FOR SET UP AND TAKE DOWN OF YOUR OWN TABLE.**  
*Tables are stored in the closet to the right of the door as your enter the narthex from the breezeway.  
Please, put everything away where your found it so it is available for the next person.*

**! ALL TABLES MUST BE TAKEN DOWN EACH SUNDAY AFTER THE LAST SERVICE.**

**! ALL ADVERTISING POSTERS MUST BE TAKEN DOWN AFTER THE EVENT IS OVER.**

Table selection: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_  
 Advertising space: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

Special Requests:

**FOR OFFICE USE ONLY**

TABLE ASSIGNMENT- NO(S). \_\_\_\_\_  
 ADVERTISING MATERIAL / AREA NO: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Church Administrator

The diagram shows a church layout. At the top is the Fellowship Hall. Below it is a vertical Walkway with 'East' at the top and 'West' at the bottom. To the right of the Walkway is the Admin Building. Four tables are arranged in a 2x2 grid between the Walkway and the Admin Building, labeled Table 1, Table 2, Table 3, and Table 4. 'South' is written between the tables and the Admin Building. Two advertising spots, Ad #1 and Ad #2, are located between the Fellowship Hall and the Walkway. A 'NARTHEX CTR' label is oriented vertically between the Fellowship Hall and the Walkway. The Sanctuary is at the bottom of the diagram.