

Bowling Green Parks & Recreation Department Simpson Building Set Up Sheet

Applicant Name: _____

Phones (Day): _____ Ext. _____ (Evening): _____

Purpose of Event: _____ Number of People: _____ Alcohol Rental: Yes _____ No _____

Room: _____ Date of Event: _____ Time Period: _____

Set Up Style: _____ Event Display Sign Message: _____

Day of the Event Contact Name: _____

Name of Caterer: _____ Phone # of Caterer: _____

Keg: Yes _____ No _____ Clean Up: Yes _____ No _____

<u>Table Linens:</u>	REQUESTED	OUT	IN
Table Cloths: Color Choice: _____	_____	_____	_____
Cloth Napkins: Color Choice: _____	_____	_____	_____

<u>Dinnerware:</u>	REQUESTED	OUT	IN
Dinner Plates:	_____	_____	_____
Salad Plates:	_____	_____	_____
Soup Bowls:	_____	_____	_____
Cup / Saucer Sets:	_____	_____	_____
Serving Bowls:	_____	_____	_____
Serving Platters:	_____	_____	_____

<u>Glassware:</u>	REQUESTED	OUT	IN
Water Glasses:	_____	_____	_____

<u>Silverware:</u>	REQUESTED	OUT	IN
Dinner Forks:	_____	_____	_____
Salad Forks:	_____	_____	_____
Knives:	_____	_____	_____
Teaspoons:	_____	_____	_____
Soup Spoons:	_____	_____	_____
Servings Spoons:	_____	_____	_____
Servings Forks:	_____	_____	_____

<u>Coffee & Water:</u>	REQUESTED	OUT	IN
Coffee Packets:	_____	_____	_____
Coffee Carafes:	_____	_____	_____
Water Carafes:	_____	_____	_____

See Other Side

REQUESTED

OUT

IN

Additional Equipment:

Lectern	_____	_____	_____
Media Project	_____	_____	_____
TV/VCR/DVD	_____	_____	_____
Microphone: Fixed	_____	_____	_____
Extension Cords	_____	_____	_____
Miscellaneous _____	_____	_____	_____

Tables/ Chairs:

Tables:			
Regular	_____	_____	_____
Head	_____	_____	_____
Buffet	_____	_____	_____
Other: _____	_____	_____	_____
Chairs:			
Regular (per table): _____ Total	_____	_____	_____
Head (per table): _____ Total	_____	_____	_____
Other: _____	_____	_____	_____
Clean Up:			
# Hours of Clean Up:	_____	_____	_____

Set Up Form Completed By: _____

Date: _____

Inventory Out Completed By: _____

Date: _____

Inventory In Completed By: _____

Date: _____

Staff Member Requested: _____

Date: _____