

SET-UP FORM FOR EVENTS AT PBC, CUPERTINO

YOURNAME

PHONE#

E-MAIL:

EVENT:

DATE OF EVENT:

TIME OF EVENT:

Room#

MAP/DIAGRAM OF SET-UP (If the event includes serving food, consider set-up with 2 serving lines)

SUPPLIES NEEDED:

COFFEE, TEA, WATER? _____

HOW MANY PEOPLE? _____

TABLES/CHAIRS/TABLECLOTHS/COLOR

EQUIPMENT NEEDED:

PLEASE SPECIFY
