

**ST. MARGARET'S EPISCOPAL CHURCH  
BRISTOL HALL SET-UP INFORMATION SHEET**

<b>Event:</b>	
<b>Date and Times:</b>	
<b>Contact Person:</b>	
<b>Contact Person Cell Phone:</b>	
<b>Number of Tables:</b>	
<b>Number of Chairs:</b>	
<b>Number of People Expected:</b>	
<b>Equipment &amp; Supplies Needed:</b>	
<b>Use of Kitchen &amp; Equipment:</b>	

**PLEASE NOTE: ALL SET-UP IS DONE BY ST. MARGARET'S STAFF**

**Table arrangement desired (sketch below ~ see floor plan for example):**

**BRISTOL HALL**



