

**Checklist for Sexton Services Event**

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

Number of tables needed \_\_\_\_\_ Number of chairs \_\_\_\_\_

Specific table layout:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Sexton needed at the event (set-up, open and/or close building, other?) Please specify \_\_\_\_\_

Is Coffee needed? \_\_\_\_\_

Is AV equipment needed?

Screen \_\_\_\_\_ LCD Projector \_\_\_\_\_ TV \_\_\_\_\_

VHS Player \_\_\_\_\_ DVD Player \_\_\_\_\_ Laptop Computer \_\_\_\_\_

Media being provided: DVD \_\_\_\_\_ VHS tape \_\_\_\_\_

Web link \_\_\_\_\_

The sexton’s hours do vary from week to week depending on church events scheduled, balanced with an ongoing effort to make repairs and improvements. Therefore it is necessary that all events be scheduled no later than the Wednesday before any given event.\*

Sexton can be reached by phone, or email at [fpcsexton@hotmail.com](mailto:fpcsexton@hotmail.com) during the week. The Church general e-mail address is [fpchartfordct@sbcglobal.net](mailto:fpchartfordct@sbcglobal.net) and the phone number is 860.246.2224. Office hours are 9:00 AM to 3:00 PM.

***Please note: groups other than First Presbyterian Church committees need to fill out a Building Request Form.***

\*with the exception of funeral arrangements.