



Building Use & Event Checklist

Thank you for reserving a room at Living Word for your event. Below is a checklist of forms to fill out to make sure your event goes as smoothly as possible. Please return all applicable forms to Kim Cox, Administrative Assistant to Business & Communications in the church office. If you have any questions about any of these forms please call 636-821-2800.

A copy of your Facility Approval Form is on file and in your packet – please make sure the appropriate approval has been granted before continuing with this packet.

Filled out and turned in (if applicable)...

- Promotion & Communications Form
- Multimedia Request
- Room Set Up & Kitchen Form
- Church Bus Usage Form