



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 Katie Lorenz, Director of Marketing and Design 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