

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 during the week. The Church general e-mail address is 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.