



Stirred by the Spirit of Christ to learn, follow, and serve.

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FACILITY SETUP REQUEST

Event: \_\_\_\_\_ Group: \_\_\_\_\_

Is this a reoccurring event? [ ] Yes [ ] No

Date Request Submitted: \_\_\_\_\_ Requested By: \_\_\_\_\_

Usage Date(s): from \_\_\_\_\_ to: \_\_\_\_\_

Reserved / Setup Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Number Expected: \_\_\_\_\_ Will You Need Kitchen Access? [ ] Yes [ ] No

Name: \_\_\_\_\_

eMail: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Staff Contact: \_\_\_\_\_

Equipment Needed:

- # Tables (30" Rectangular) (up to 15)
# Tables (60" Round) (up to 18)
# Tables (48" Round) (up to 6)
# Chairs
# Podium
# Lavalier Microphone
# Floor Microphone
# Sound Reinforcement
# Movie Screen
# Overhead Projector
# Slide Projector
# VCR / Monitor
# Portable Whiteboard
# Easel (Floor)
# Flip-chart with Markers

Room Diagram - (Please Fill Out)



Special Equipment Requests: \_\_\_\_\_